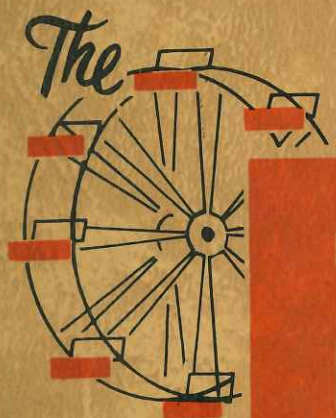


FAST REFERENCE AND POSTING

The Ferris ROTARY FILE

Ferris Business Equipment, Inc.

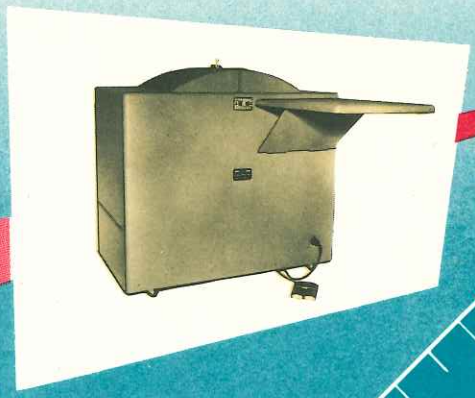
General Office and Factory • 244 Great Meadows Road, Stratford, Connecticut

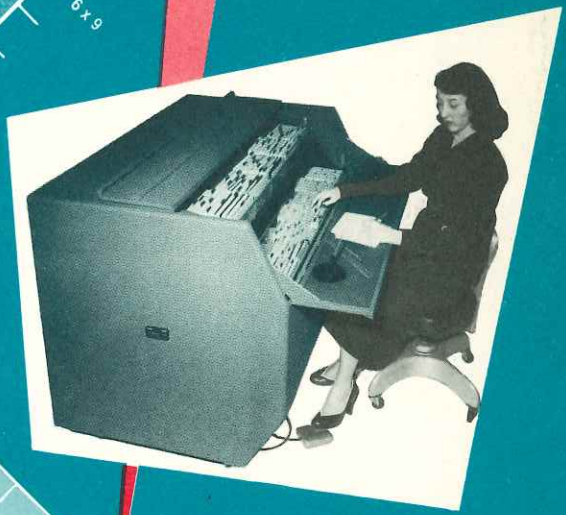
The Ferris

FAST REFERENCE AND POSTING

ROTARY FILE

STANDARD AND MASTER MODELS





CAPACITY SCALE: 5,000 · 10,000 · 15,000 · 20,000 · 30,000 · 40,000 · 60,000 · 80,000 · 200,000 · 500,000

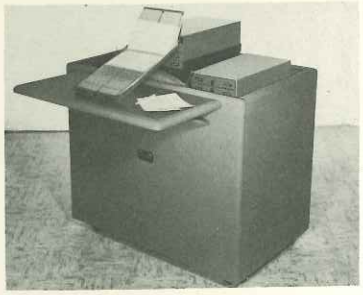
CARD RANGE: 12 x 14 · 8½ x 11 · 6 x 9 · 5 x 8 · 4 x 6 · 3¼ x 7⅜ · 3 x 5 · 2¼ x 3

REGARDLESS OF CARD SIZE OR QUANTITY

A COMPACT ANSWER TO YOUR RECORD KEEPING PROBLEMS

FILES CAN BE SET IN VARIOUS BATTERY ARRANGEMENTS FURNISHED FOR BETWEEN DESKS OR COUNTER HEIGHT

EASILY ROLLED ABOUT BALL - BEARING CASTERS



HOUSES VISUAL SLIDES

OVER
MODE
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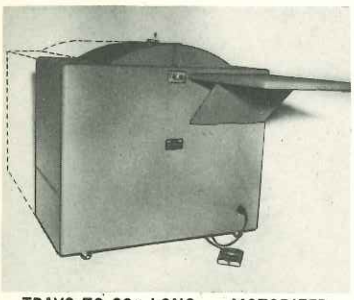
HOUSES MAGNE-DEX TRAYS

The Ferris STANDARD FILE

WORK SIMPLIFICATION

THE FERRIS 580-12 MANUAL



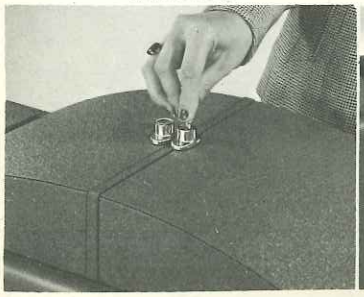
TRAYS TO 22″ LONG — MOTORIZED UNITS — PUSH BUTTON CONTROL

TRAYS TO 16″ LONG MANUAL UNITS

The Responsibility of Modern Business

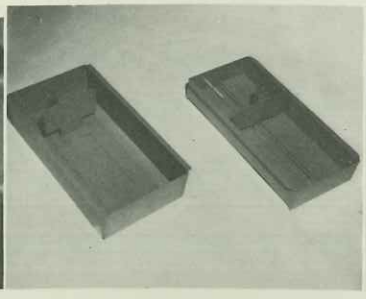
- INCREASE CLERICAL PRODUCTION
- ELIMINATE COSTLY MOTIONS
- SAVE HOURS OF FILING TIME

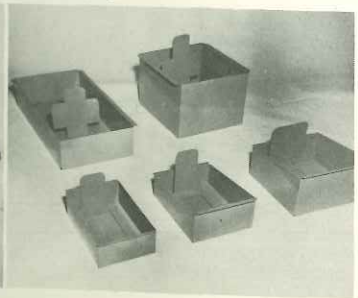
ALL TRAYS ARE EASILY REMOVABLE



CONVENIENT BRAKE TO LOCK MANUAL FILE IN POSITION

TRAYS EQUIPPED WITH FOLLOWER BLOCKS, COMPRESSION BLOCKS OR SWAY BLOCKS





COMPL
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LE FOR
PROBLEM

THE FERRIS MASTER #25

37% OF RECORDS EXPOSED

THE FERRIS MASTER
JUNIOR #35

THE FERRIS MASTER #45

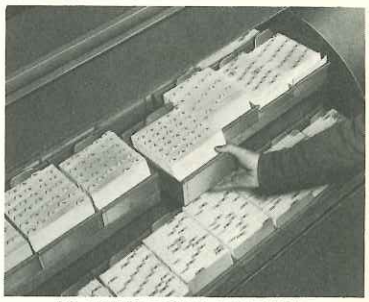
The Ferris MASTER FILE

FACTS AT YOUR FINGERTIPS

THE FERRIS MASTER #60

Make Added Efficiency Pay the Cost

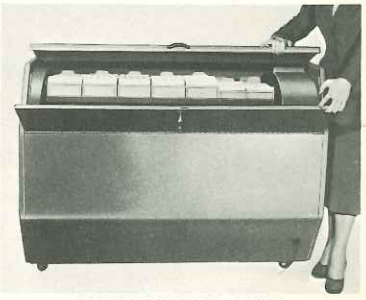
- RECORDS COME TO THE CLERK
- REDUCE FATIGUE AND ERROR
- SAVE PRECIOUS FLOOR SPACE



ALL TRAYS EASILY REMOVABLE
AUTOMATIC BRAKE

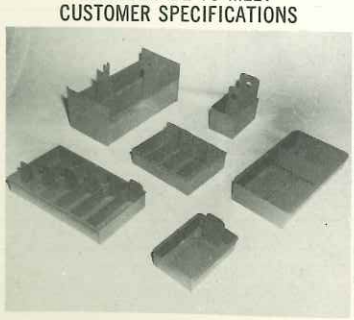
ONE UNIT HOLDS SEVERAL
DIFFERENT RECORD SIZES

LARGE CONVENIENT
WORK AREA

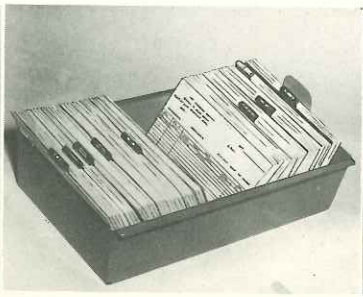


LOCKING HINGED COVER
CLEANLINESS AND SECURITY

TRAYS MADE TO MEET
CUSTOMER SPECIFICATIONS



"V" VISIBILITY



MASTER FILE CAN BE
ARRANGED IN BATTERIES

ETE
MENT

RAYS

USED BY LEADING COMPANIES

The Ferris Rotary File is fast becoming the most suitable system for fast reference and posting. Hundreds of firms throughout the country are now converting their outmoded visual slides, tubs, binders, drawer and ring type files to the Ferris system, eliminating a tremendous amount of lost time and motion. Numerous studies have revealed increases in work output as high as 100%.

LUMBERMANS MUTUAL CASUALTY INS. CO., CHICAGO, ILL.

THE CHOICE OF WORK SIMPLIFICATION EXPERTS

Detailed analyses have been made by office systems and procedures specialists and they agree that truly functional mechanized filing equipment must have several basic features — without these the file loses its purpose as a time and motion saver.

- All work delivered to the operator at desk height and the same visual distance.
- All cards within the comfort range, their access requiring primary hand and arm motions. Elimination of mobility of the operator — no bending, reaching, pulling.
- A stationary work area directly in front of the operator permitting proper sitting and writing posture, with cards facing the operator, not viewed at an angle.
- Speed of operation enough to allow increase in work output above drawer filing systems. (Studies have revealed that some mechanized equipment actually retards filing time.)
- A sound principle of operation which permits sufficient exposure of the cards.

MASSACHUSETTS INDEMNITY INS. CO., BOSTON, MASS.

FERRIS LEADERS IN THEIR FIELD

The Ferris organization has the distinction of offering to American business the first mechanized filing unit to carry trays of cards vertically to a comfortably seated operator. Without precedent to follow the Ferris engineers selected the simplest, most direct principle of operation to insure lasting service and efficient posting and reference. Still setting the pace, Ferris now has over 150 different models available — the right file for the particular card size-capacity problem.

BLUE CROSS PLAN, PHOENIX, ARIZONA

- FACTS -

FAST REFERENCE AND POSTING

Cards come to the operator in an average time of 3 seconds.

TREMENDOUS CAPACITY

One unit will hold 200,000 2¼ x 3 cards in little more space than consumed by the average desk.

ACCOMMODATES ANY RECORD SIZE

All standard and odd sized forms including letter and legal folders.

USE YOUR PRESENT RECORDS

No retyping or hole punching needed. Merely place your records as they are in the Ferris File — the complete change can be accomplished in minutes.

HUGE SPACE SAVINGS

Cards contained in 45 feet of visual slides, 13 high for 5 x 8 cards, can be set in less than 6 feet of wall space with 37% of the records exposed. The Master File will also do the job of 10 floor model ring type files. Also saves tremendous space over tub and roller tub files.

NO MAINTENANCE REQUIRED

The Ferris service man is always available — however, no routine maintenance or service is required due to the rugged lifetime construction of all Ferris equipment. Hence freedom from expensive service contracts.

LESS EMPLOYEE FATIGUE AND ERROR INCREASED EFFICIENCY

Eliminates lost cards and misfiling found in other systems. Permits the hiring or use of older employees. Takes the muscle and eye strain out of filing. Increases the office social status of file clerks and reduces labor turnover.

THE WORLD'S LARGEST SELECTION OF MOTORIZED FILING EQUIPMENT

PARTIAL LIST OF USERS

COMPANY	RECORD	CARD SIZE
U. S. Steel Co.	Stores	tab.
General Elec. Co.	Purchase	5 x 8
South Bend Lathe	Parts	8½ x 11
Westinghouse Elec.	Material	tab.
American Tel. & Tel.	Employee	2½ x 3½
Pratt & Whitney	History	8 x 9½
Pitney-Bowes	Mailing	3 x 5
American Brass	Purchase	8 x 10
Avco Mfg. Co.	Engineer	4 x 6
E. I. Du Pont	Sales	5 x 8
Goodyear Aircraft	Tooling	5 x 8
Franklin Life Ins.	Medical	3 x 5
Mutual of Omaha	History	4 x 6
N. Y. Central R. R.	Accts. Rec.	tab.
Anaconda Copper	Personnel	5 x 8
Pacific Tel. & Tel.	Central Info.	3 x 5
Johns Hopkins Hosp.	Ledger	7 x 6
International Silver	Index	5 x 8
Willys Overland	Engineer	5 x 8
Monsanto Chemical	Customer	5 x 8
I. B. M. Corp.	Tabulating	I B M
Brigham Young Univ.	Alumni	3 x 5
The Texas Oil Co.	Equipment	5 x 8
Gulf Oil Co.	Credit	3 x 5
The Chase Nat'l Bank	Confidential	5 x 8
New York Savings Bank	Signature	3 x 5

FAST REFERENCE AND POSTING

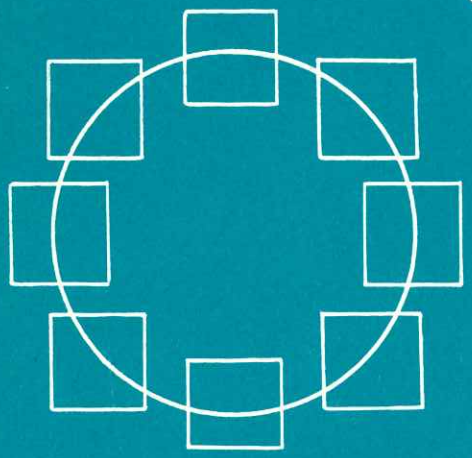
The Ferris ROTARY FILE

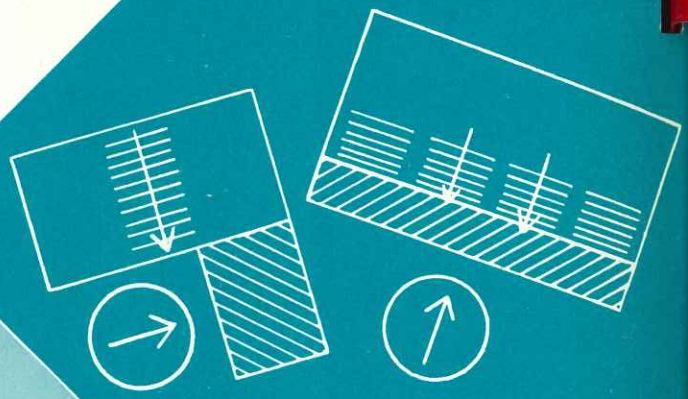
CHECK YOUR RECORD HANDLING PROBLEMS
ELIMINATE WASTED TIME, MOTION, ERROR AND FATIGUE

The main reason Ferris masters filing jobs with unparalleled efficiency is the mechanical principle of operation. All moving parts are pivoted on oilless bearings and trays suspended in an upright position by means of a special guide ring.

Ferris Files can be arranged for many different office layouts — grouped in pairs, in "L" or "U" shaped arrangements, between desk, counter height or whatever plan best accommodates the particular situation. Regardless of the capacity, record size, number of operators, frequency of reference, division of the work load, expansion provisions — Ferris has a time and motion saving solution.

Ferris Files reduce the number of filing motions and simplify them utilizing the proper relationship between the operator, her work area and the card facing. Work is centralized and always within the comfort range — cards elevated to an equal visual distance.





SIMPLICITY

FUNCTIONAL DESIGN

The Ferris Rotary File — Here is an office assistant streamlined to take over your burdensome filing problems. An assistant that will turn circles to save precious time and money. Deal with him hastily, push him around still he always obeys turning up with the desired reference material in seconds. Yes, an employee that will never be on the payroll, yet his speed and efficiency will save salaries.

save time space money

Ferris Business Equipment, Inc.

General Office and Factory · 244 Great Meadows Road, Stratford, Connecticut

Printed in U. S. A.

FERRIS ROTARY FILE

WORKING FOR AMERICAN BUSINESS

The manufacturers of the Ferris Rotary File offered to American Business the first motorized volume filing unit that carried the card trays vertically to a working position. Prior to the introduction of the Ferris File the only equipment available was the wheel type file in which the cards are retained around the circumference. The capacity of this type file depends on the number of inches the circumference measures; and in order to increase capacity beyond approx. sixty inches it is necessary to employ additional files or rings.

This is the problem that the engineers at the Ferris plant had to solve. In their studies to find the most efficient means of bringing large quantities of records before the operator without the necessity of her moving from a comfortably seated position they analyzed every method possible.

These are some of the factors that had to be considered:

1. The relationship of the operator to work area and the card facing.
2. Simplicity of construction, durability, elimination of maintenance or service problems.
3. Flexibility — a file that can be used for all card sizes by merely replacing the trays. Files that can be arranged in batteries.
4. Speed of operation.
5. Portability.
6. Low cost to the consumer.
7. The principle of operation — whether it should be done by means of a wheel, a conveyor, cranking, etc.

Since the Ferris Company originated the field there was no precedent to follow and it was their choice to select the best method of accomplishing the problem.

SIMPLICITY has been the guiding word. The Ferris Rotary File is the simplest, most direct method of bringing the records to the operator quickly, quietly, at desk height, and with the ideal relationship between the work area and the card facing.

Ferris Business Equipment, Inc.

General Office and Factory · 244 Great Meadows Road, Stratford, Connecticut

CLERICAL MILES AHEAD OF ALL OTHER FILING SYSTEMS.

FERRIS STANDARD FILE — 12 inch trays, capacity to 18,000 cards. The above file will do the job of 3 rotary files in which the cards are filed on the circumference of the wheel. A Ferris Standard 350-22 will do the job of 5 circumference filing rotaries in less than ¼ the floor space and with greater efficiency and comfort for the clerk.

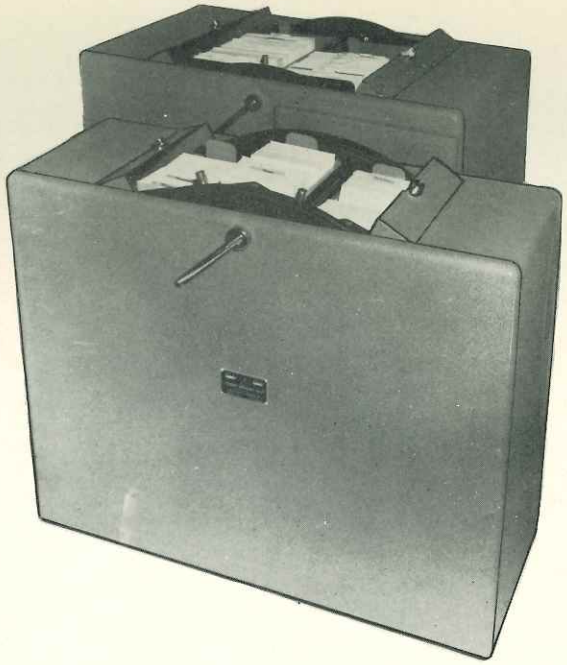
The Ferris ROTARY FILE

Standard Files can be arranged in batteries to place the desired size and quantity of records before one operator.

Posting shelf sturdy enough to support a typewriter or business machine. Ferris Standard Files offer unparalleled flexibility for battery arrangements, capacities and card sizes.

Look to Ferris for fast, efficient card filing and finding.

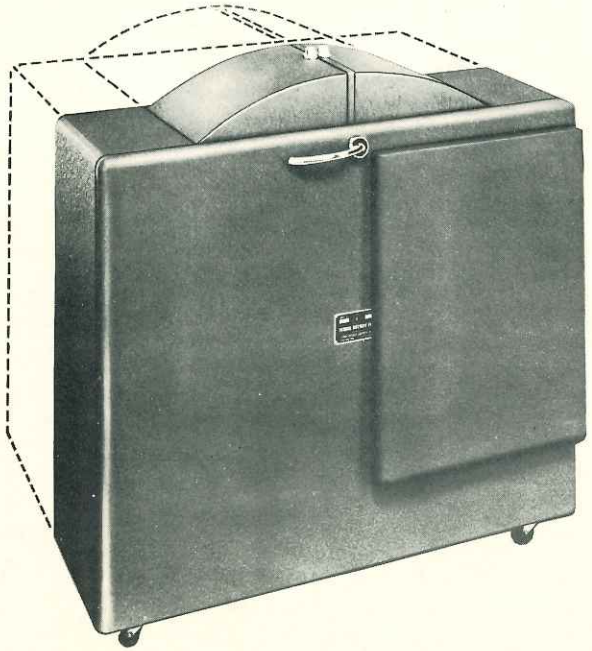
The Ferris ROTARY FILE

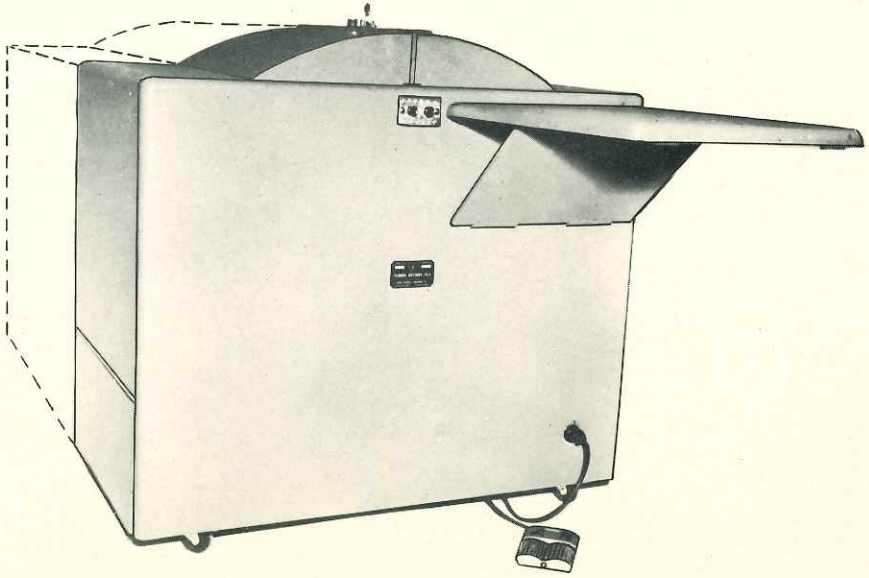


The Ferris Standard Rotary File is manufactured in six cabinet sizes accommodating trays up to 22" deep for any record size, 2 x 3 thru 12 x 14. All Standard files can be motorized and equipped with both foot pedal and push button control. Manual files are available with trays up to 16" deep.

Approximately 25% of the entire capacity is visible to the operator at all times. Files can be revolved in a clockwise or counter-clockwise direction bringing the desired records before the operator in an average time of three seconds.

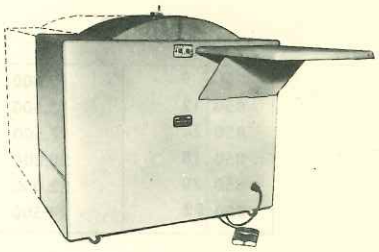
All files are furnished with ball bearing casters for easy moveability, and sturdy locking covers insuring cleanliness and security. Files can be equipped with collapsible posting table upon request.





Price and Specification List

The Ferris



STANDARD ROTARY FILE

MODEL		CAPACITY*	CABINET HEIGHT	CABINET WIDTH		CABINET LENGTH	FILING INCHES	NO. OF TRAYS	PRICE MANUAL	PRICE MOTORIZED
CARD	TRAY DEPTH			MANUAL	MOTORIZED					
3" HIGH X 5" WIDE										
350	8	12,000	31½"	14"	18"	37½"	104	13	$302.00	$434.00
350	12	18,000	"	18"	22"	"	156	13	358.00	495.00
350	16	24,000	"	22"	26"	"	208	13	450.00	605.00
350	18	27,000	"	—	28"	"	234	13	—	660.00
350	20	30,000	"	—	30"	"	260	13	—	715.00
350	22	33,000	"	—	32"	"	286	13	—	770.00
4" HIGH X 6" WIDE										
460	8	10,000	31½"	14"	18"	37½"	88	11	$302.00	$434.00
460	12	15,000	"	18"	22"	"	132	11	358.00	495.00
460	16	20,000	"	22"	26"	"	176	11	450.00	605.00
460	18	22,500	"	—	28"	"	198	11	—	660.00
460	20	25,000	"	—	30"	"	220	11	—	715.00
460	22	27,500	"	—	32"	"	242	11	—	770.00
5" HIGH X 8" WIDE										
580	8	7,000	31½"	14"	18"	37½"	64	8	$302.00	$434.00
580	12	11,000	"	18"	22"	"	96	8	358.00	495.00
580	16	15,000	"	22"	26"	"	128	8	450.00	605.00
580	18	17,000	"	—	28"	"	144	8	—	660.00
580	20	19,000	"	—	30"	"	160	8	—	715.00
580	22	21,000	"	—	32"	"	176	8	—	770.00
6" HIGH X 9" WIDE										
690	8	6,500	31½"	14"	18"	37½"	56	7	$302.00	$434.00
690	12	9,000	"	18"	22"	"	84	7	358.00	495.00
690	16	12,000	"	22"	26"	"	112	7	450.00	605.00
690	18	13,500	"	—	28"	"	126	7	—	660.00
690	20	15,000	"	—	30"	"	140	7	—	715.00
690	22	16,500	"	—	32"	"	154	7	—	770.00
3¼" HIGH X 7⅜" WIDE TABULATING CARD										
700	8	10,000	31½"	14"	18"	37½"	72	9	$302.00	$434.00
700	12	15,000	"	18"	22"	"	108	9	358.00	495.00
700	16	20,000	"	22"	26"	"	144	9	450.00	605.00
700	18	22,500	"	—	28"	"	162	9	—	660.00
700	20	25,000	"	—	30"	"	180	9	—	715.00
700	22	27,500	"	—	32"	"	198	9	—	770.00
8½" HIGH X 11" WIDE LETTER SIZE										
811	12	9,000	33½"	18"	22	40"	60	5	$358.00	$495.00
811	16	12,000	"	22"	26	"	80	5	450.00	605.00
811	18	13,500	"	—	28	"	90	5	—	660.00
811	20	15,000	"	—	30	"	100	5	—	715.00
811	22	16,500	"	—	32	"	110	5	—	770.00

MODEL		CAPACITY*	CABINET HEIGHT	CABINET WIDTH		CABINET LENGTH	FILING INCHES	NO. OF ROWS	PRICE MANUAL	PRICE MOTORIZED
CARD	TRAY DEPTH			MANUAL	MOTORIZED					
8" HIGH X 5" WIDE LEDGER SIZE										
850	8	9,000	31½"	15"	19"	37½"	80	10	$377.00	$509.00
850	12	13,500	"	19"	23"	"	120	10	433.00	570.00
850	16	17,500	"	23"	27"	"	160	10	525.00	680.00
850	18	20,000	"	—	29"	"	180	10	—	740.00
850	20	22,000	"	—	31"	"	200	10	—	790.00
850	22	24,500	"	—	33"	"	220	10	—	845.00
9" HIGH X 6" WIDE LEDGER SIZE										
960	8	7,000	33½"	15"	19"	40"	64	8	$377.00	$509.00
960	12	11,000	"	19"	23"	"	96	8	433.00	570.00
960	16	15,000	"	23"	27"	"	128	8	525.00	680.00
960	18	17,000	"	—	29"	"	144	8	—	740.00
960	20	19,000	"	—	31"	"	160	8	—	790.00
960	22	21,000	"	—	33"	"	176	8	—	845.00

*Based on .007 card.

PARTIAL LIST OF ODD SIZE RECORD FILES AVAILABLE

CARD SIZE		NUMBER OF TRAYS
HEIGHT	WIDTH	
2"	4"	16
3"	4"	14
3¼"	5¼"	12
3⅝"	8½"	8
3¼"	5¼"	12
3⅝"	8½"	8
4"	4"	12
4"	6½"	10
5"	6"	10
5"	9"	7
5¼"	8¼"	7
5¼"	9"	7
5½"	8½"	8
6"	8"	7
6"	8½"	7
6"	9"	7
6"	10"	6
6⅞"	6"	8
7"	4⅜"	12
7"	8"	7

CARD SIZE		NUMBER OF TRAYS
HEIGHT	WIDTH	
7"	9¼"	6
7¼"	9¼"	6
7⅜"	4¼"	14
8"	8"	6
8"	8½"	6
8"	10"	5
8¼"	6"	7
8¼"	9"	6
8½"	5½"	7
8½"	7"	6
8½"	14"	4
8½"	11½"	4
9"	9"	5
9"	11⅞"	4
9½"	7"	6
10"	6"	8
10"	8¾"	5
10½"	10"	4
11"	6"	8
12"	10"	4

PRICES FOR ODD SIZE RECORD FILES ON REQUEST.

EXTRAS

ADDITIONAL TRAYS

(UP TO 5 x 8)

Tray size	Follower Blocks	Tabulating Compressors	Adjustable sway blocks
8"	$4.50	$6.00	$ 6.45
12"	5.50	7.00	8.10
16"	6.50	8.00	9.75
18"	7.00	8.50	10.25
20"	7.50	9.00	11.40
22"	8.00	9.50	11.90

NOTE: For trays larger than 5 x 8 add 25% to above prices.

Collapsible Posting Shelf $28.00
Foot switch control 30.00
Additional follower blocks ..... .50
Counter height cabinets 45.00

All Ferris Files come equipped with trays and follower blocks. For files equipped with compressors or sway blocks add the price increase above regular trays to the list price. Example — 700-22, 9 trays, $770.00 follower blocks, $783.50 compressors, $805.10 sway blocks.

Ferris Business Equipment, Inc.

General Office and Factory • 244 Great Meadows Road, Stratford, Connecticut

F.O.B. STRATFORD, CONN. Terms: net 30. Quantity Discount upon request

The Ferris STANDARD ROTARY FILE

DATA SHEET

DESIGNATION: Ferris Rotary Files, Standard Models----Manual and Motorized
Model Numbers: Prefix number indicates Card size
Dash number indicates Depth of tray
Letter indicates Motorized
eg. 3 high x 5 wide card, 12 inch tray, motorized unit has designation 350-12M

DESCRIPTION: Modern mobile floor file cabinet housing a manually or electrically driven wheel, whose axis is perpendicular to the cabinet length. Trays of card records pivoted on the wheel in cradles, rotate vertically in either direction. Cabinets are enclosed on four sides with top surface as entry. From a concealed position within the cabinet a curved cover slides from right and left to center to close three inches above top surface. Cards in top trays are accessable two inches above surface.

CONSTRUCTION: The cabinet and attachments are made of strong, 18 guage, sheet steel. The wheel revolves on oilless ball bearings. Upright cradle suspension of card trays is maintained by swiveling each tray by means of a connecting guide ring. Trays cannot tip. Each tray is equipped with a follower block and compression follower blocks and sway blocks are furnished upon request.
Cabinets are furnished in one of three standard colors, gray, olive green or medium brown wrinkle finish. Units are mounted on four ball bearing casters. Posting table attachment, measuring 22" x 16½" may be ordered upon request. Motorized units are outfitted with a 1/12 or 1/6 horse power, 115 volt, single phase, 60 cycle, 3 wire lead, enclosed ball bearing motor. They are also equipped with a clutch devise to disengage motor for manual operation in case of power failure. The specially geared motor is connected to the wheel by a direct 8 to 1 chain drive. Motor is engaged by push button control for clockwise and counter clockwise turning. Foot pedal switch can be furnished upon request. Units come in both desk height, 31½", and counter height, 40". Spot weld fabricating used throughout excepting side, front and back panels which are bolted together.

OPERATION: Files are operated by sitting perpendicular to the length of the cabinet. With posting table or desk, clerk can locate reference material with her left hand, post and return with her right. Sitting position is in proper relationship to reference material enhancing posture comfort and natural use of the hands. A complete revolution of the wheel for a motorized unit takes 9 seconds. For the manual unit, it is controlled by the dexterity of the operator.

SAFETY: An even distribution of cards, on the manual unit, allowing a smooth even turning of the wheel, is an assurance of safety.

CAPACITIES: The number of cards a file will contain is determined by essentially two factors; 1) Card size, 2) Depth of card tray. The height and width of the card determine the number of trays that can be suspended around the wheel. Filing inches are computed by multiplying depth of the tray by the number of trays. To determine approximate capacity use 100 cards per inch as a base and multiply this by number of filing inches. To determine how many trays for a particular record size can be placed around the wheel measure the diagonal of the card and add one inch to this dimension. Locate dimension within ranges below. Note: if figure falls close to either limit of the range it is best to check with the Ferris Sales Office.

6 5/16"- 6 13/16"	13 trays		9 9/16"- 10 5/8"	8 trays	
6 13/16"- 7 3/8 "	12 "		10 5/8 "- 12 1/16"	7 "	
7 3/8 "- 8 3/16"	11 "		12 1/16"- 13 7/8 "	6 "	
8 3/16"- 8 7/8 "	10 "		13 7/8 "- 16 1/4 "	5 "	
8 7/8 "- 9 9/16"	9 "		16 1/4 "- 19 1/2 "	4 "	

For records six inches in width and smaller also check possibility of placing double rows in each tray. In this case measure overall diagonal of two cards and add one and a half inches to this dimension.

DETAILS:

Card size	Range from	2 x 3	to	12 x 14
Number of trays or rows	" "	22	"	4
Filing inches	" "	484	"	40
Depth of trays				
for manuals	" "	8		16
for motorized	" "	8		22
Number of trays visible	" "	4		2

(Letter file, $8\frac{1}{2}$ x 11, only one tray visible)

Card housing — Cards rest in trays filed perpendicular to the line of rotation.

Card retention — Cards are unattached, always in an upright position, and supported in trays by follower blocks.

Indexing — Placed along top edge of cards.

DIMENSIONS:

Height — Desk height - $31\frac{1}{2}$", counter height - 40", Posting Table - $29\frac{1}{2}$"

Width — $37\frac{1}{2}$

Depth

	Manual	Motorized
With 8 inch trays-	14 inches	18 inches
" 12 " "	18 "	22 "
" 16 " "	22 "	26 "
" 18 " "	--	28 "
" 20 " "	--	30 "
" 22 " "	--	32 "

WEIGHTS:

	Manual Shipping Net	Motorized Shipping Net
8" tray	130 lbs.	200 lbs.
12"	160 "	230 "
16"	190 "	260 "
18"	---	280 "
20"	---	305 "
22"	---	340 "

Deduct 15 lbs per unit for crating- to get approximate actual weight.

FLOOR SPACE: Range from $3\frac{1}{2}$ sq. ft. to $7\frac{1}{2}$ sq. ft.

MAINTENANCE: No maintenance required. Oilless ball bearings used throughout. No stress or strain, or moving parts. Motor entirely enclosed.

PORTABILITY: Files are mounted on ball bearing caster and can be easily rolled to the point of use.

MISCELLANEOUS: On cabinets 16" deep or more the motorized wheel is recommended. Trays are fabricated to accomodate any size card within the given range. Units can be equipped with special trays to accomodate "split loads", in some cases one cabinet, for example, can be outfitted to house cards of two or more sizes by equipping trays with dividers.

The Ferris

FAST REFERENCE AND POSTING

MASTER ROTARY FILE

PICTURE BELOW ILLUSTRATES THREE FERRIS MASTER #60 FILES AT THE EASTERN DIVISION OFFICE OF THE MUTUAL BENEFIT HEALTH AND ACCIDENT ASSOCIATION OF OMAHA. EACH FILE ACCOMODATES 576 FILING INCHES FOR INSURANCE RENEWAL AND HISTORY RECORDS - 4" HIGH X 6" WIDE CARDS.

INSTALLATION BY STEVENSON ROSSITER, INC. NEWARK, NEW JERSEY

DR. C. C. CRISS, FOUNDER 1879-1952

MUTUAL BENEFIT HEALTH AND ACCIDENT ASSOCIATION
OMAHA

The COMPANION COMPANIES
MUTUAL · UNITED
CABLE ADDRESS "COMCO"

UNITED BENEFIT LIFE INSURANCE COMPANY
OMAHA

M. J. JOYCE
PERSONNEL MANAGER

EASTERN DIVISION OFFICE
SUITE 1126-37—1180 RAYMOND BLVD.
NEWARK 2, N. J.
R. F. SHEEHAN, GEN. MGR.
R. J. SHEEHAN, ASSOC. MGR.
PHONE MITCHELL 3-9110

E. K. EARLE
SUPERINTENDENT OF CLAIMS
W. BENNETT
ASS'T SUPT. OF CLAIMS

February 25, 1954.

Stevenson Rossiter, Inc.,
312 Mt. Pleasant Avenue,
Newark 4, New Jersey.

Attention: J. E. Rossiter.

Dear Sir:

We have recently purchased and received our third Ferris Master file. You will be pleased to know that these files have not only greatly increased the amount of postings our clerks make in a day, but have eliminated a difficult personnel problem.

We had previously recognized that the stooping, drawer pulling and reaching necessary in ordinary upright type of filing cabinets was very fatiguing and necessitated a great deal of relief for the file clerks. We were constantly shifting and changing personnel for this job, with the result that many errors were being made which we could not pin down to any source.

Since the installation of the Ferris Master files, we have eliminated these problems and are getting more work done with less personnel than ever before.

Very truly yours,

EASTERN DIVISION OFFICE

R. J. Sheehan

R. J. Sheehan,
Associate Manager.

RJS:ML

THE FERRIS MASTER #45

THE IDEAL RELATIONSHIP BETWEEN THE OPERATOR, HER WORK AREA AND THE CARD FACING.

ALL TRAYS EASILY REMOVABLE

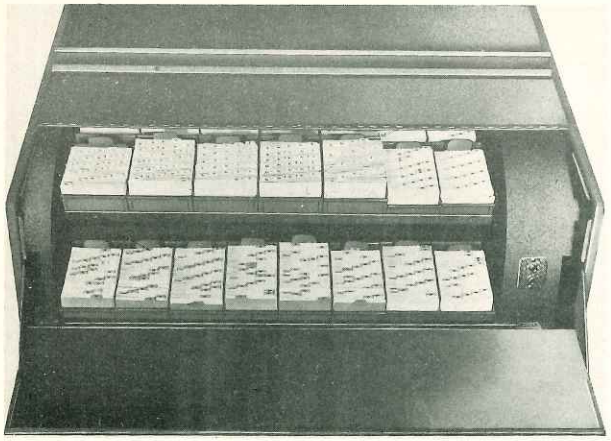
UP TO 37% OF ENTIRE CAPACITY EXPOSED

MASTER #45

The Ferris ROTARY FILE

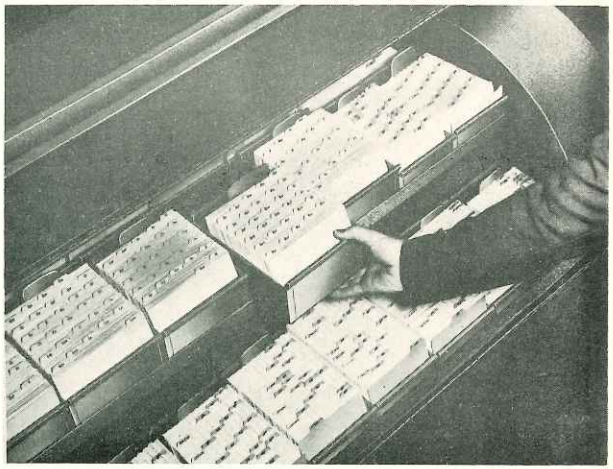
The Ferris Master Rotary File . . . faster filing, finding and posting. Available in four cabinet sizes — Master #25, #35, #45, #60.

MASTER #45



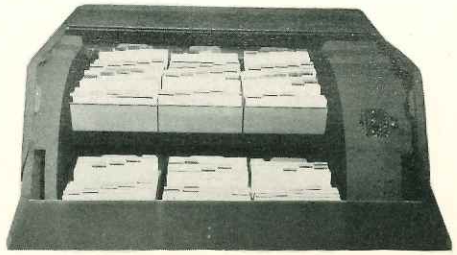
MASTER #25

Records come to the comfortably seated operator at desk height, eliminating stooping, bending, reaching, pulling and walking. A touch of the switch control brings thousands of records to her finger-tips, delivering the desired tray in an average time of 3 seconds.



In a matter of minutes you can place your present active records, as they are, in the Ferris Master File and tremendously increase the efficiency of your posting and reference functions.

The picture below illustrates the ideal relationship between the operator, her work area and the card facing. There is a minimum of 33% of the entire file capacity before her at all times.



The Ferris MASTER FILE • PRICE LIST

	CARD SIZE	SECTIONS AROUND WHEEL	TRAYS OR ROWS PER SECTION	TRAY INCHES	NUMBER OF TRAYS OR ROWS	TOTAL FILING INCHES	APPROXIMATE CAPACITY	PRICE
MASTER #25	3 x 5	9	5	8	45	360	39,600	$1050.00
	4 x 6	8	4	8	32	256	28,100	1050.00
	5 x 8	8	3	8	24	192	21,100	1050.00
	Tabulating Horizontal	8	3	8	24	192	26,800	1050.00
	Tabulating Vertical*	7	7	7½	49	367	51,000	1050.00
	2¼ x 3 MIB*	9	10	8	90	720	79,200	1050.00
MASTER #35	3 x 5	9	6	8	54	432	47,500	1295.00
	4 x 6	8	5	8	40	320	35,200	1295.00
	5 x 8	8	4	8	32	256	28,100	1295.00
	Tabulating Horizontal	8	4	8	32	256	35,800	1295.00
	Tabulating Vertical*	7	9	7½	63	472	66,000	1295.00
	2¼ x 3 MIB*	9	13	8	117	936	103,000	1295.00
MASTER #45	3 x 5	9	8	8	72	576	63,360	1550.00
	4 x 6	8	7	8	56	448	49,280	1550.00
	5 x 8	8	5	8	40	320	35,200	1550.00
	Tabulating Horizontal	8	5	8	40	320	45,000	1550.00
	Tabulating Vertical*	7	12	7½	84	630	88,000	1550.00
	2¼ x 3 MIB*	9	17	8	153	1224	134,600	1550.00
MASTER #60	3 x 5	9	11	8	99	792	87,100	1750.00
	4 x 6	8	9	8	72	576	63,360	1750.00
	5 x 8	8	7	8	56	448	49,280	1750.00
	Tabulating Horizontal	8	8	8	64	512	64,000	1750.00
	Tabulating Vertical*	7	16	7½	112	840	117,000	1750.00
	2¼ x 3 MIB*	9	25	8	225	1800	200,000	1750.00

	CARD SIZE	SECTIONS AROUND WHEEL	TRAYS OR ROWS PER SECTION	TRAY INCHES	NUMBER OF TRAYS OR ROWS	TOTAL FILING INCHES	APPROXIMATE CAPACITY	PRICE
MASTER JUNIOR #25	3 x 5	5	5	10	25	250	27,500	$ 695.00
	4 x 6	5	4	10	20	200	22,000	695.00
	5 x 8	5	3	10	15	150	16,500	695.00
	Tabulating Horizontal	5	3	10	15	150	21,000	695.00
	2¼ x 3 MIB*	5	10	10	50	500	55,000	695.00
MASTER JUNIOR #35	3 x 5	5	6	10	30	300	33,000	950.00
	4 x 6	5	5	10	25	250	27,500	950.00
	5 x 8	5	4	10	20	200	22,000	950.00
	Tabulating Horizontal	5	4	10	20	200	28,000	950.00
	2¼ x 3 MIB*	5	13	10	65	650	71,500	950.00
MASTER JUNIOR #45	3 x 5	5	8	10	40	400	44,000	1175.00
	4 x 6	5	7	10	35	350	38,500	1175.00
	5 x 8	5	5	10	25	250	27,500	1175.00
	Tabulating Horizontal	5	5	10	25	250	35,000	1175.00
	2¼ x 3 MIB*	5	17	10	85	850	93,500	1175.00
MASTER JUNIOR #60	3 x 5	5	11	10	55	550	60,500	1495.00
	4 x 6	5	9	10	45	450	49,500	1495.00
	5 x 8	5	7	10	35	350	38,500	1495.00
	Tabulating Horizontal	5	8	10	40	400	44,000	1495.00
	2¼ x 3 MIB*	5	25	10	125	1250	137,500	1495.00

** Multiple Rows Per Tray*

All Prices Include Trays With Follower Blocks

DIMENSIONS	MASTER				JUNIOR			
	25	35	45	60	25	35	45	60
Overall Width	37½	44	54	70	34	40½	51½	65½
Overall Depth	35½	35½	35½	35½	31½	31½	31½	31½
Overall Height	38½	38½	38½	38½	38½	38½	38½	38½
Table Height	29½	29½	29½	29½	29½	29½	29½	29½
Weight	375	450	525	650	325	380	430	520

DELIVERY: 5 to 8 Weeks

TERMS: Net 30, F.O.B. Stratford

Quantity Discounts Upon Request

Standard Color.....Gray Wrinkle Finish
Upon Request.....Medium Brown, Olive Green

The Ferris Master and Master Junior Files can be manufactured to specifications. Card size to 9" high.

The above units are equipped with push button switch, and foot pedal control. (Forward and reverse positions). All Ferris "Master Files" are equipped with 1/3 or 1/6 HP, 115 volts, single phase, 60 cycle, 3 wire lead, enclosed ball bearing motors. They are also equipped with clutch device, so that units can be operated manually in case of power failure.

Ferris Business Equipment, Inc.

General Office and Factory · 244 Great Meadows Road, Stratford, Connecticut

The Ferris

MASTER ROTARY FILE

DATA SHEET

Designation: Ferris Rotary Files, Master Models, Numbers 25, 35, 45 & 60.

Description: Modern mobile floor file cabinets housing an electrically driven wheel, whose axis is parallel to the length of the cabinet, on which is pivoted tiers of trays containing card records. The wheel rotates vertically in either direction. Cabinets are enclosed on four sides with front section of top surface and upper section of facing side hinging back and down respectively to form posting table and entry. Three complete tiers of trays are always visible, approximately 1/3 total capacity.

Construction: The cabinet and attachments are made of strong 18 guage, sheet steel, the wheel revolves on oilless bearings. Upright cradle suspension of tiers is maintained by swiveling each tier by means of a connecting guide ring. Trays cannot tip. Each tray is equipped with a follower block and compression follower blocks or sway blocks are furnished upon request. All trays are a uniform depth of 8 inches. Cabinets are finished in one of three standard colors, gray, olive green or medium brown wrinkle finish. Units are mounted on four ball bearing casters. Posting table is recessed with heavy guage Armstrong rubberized linoleum, the cover is provided with a lock for security. Master files are equipped with 1/3 HP, 1/6 HP, 115 volt, single phase, 60 cycle 3 wire lead, enclosed ball bearing motors. They are also equipped with a clutch device to disengage motor for manual operation in case of power failure. The high torque specially geared motor is connected to the wheel by a direct 8 to 1 chain drive. Motor is engaged by push button control or dual foot pedal for clockwise and counter clockwise turning. Spot weld fabrication is used throughout excepting sides, front and rear panels which are bolted together.

Operation: Files are operated by sitting parallel to the length of the cabinet. Posting table is eleven inches deep and made to this dimension for convenience and quick accessibility. There is no need to stretch. The average girl's reach is 20 inches, beyond that there is a strain. With posting table of 11 inches and tray of 8 inches all cards are within normal reaching distance. Foot pedal control permits freedom of hands for posting, etc. A complete revolution of the wheel takes 9 seconds, A half revolution or less will bring any card before the operator, in an average time of three seconds.

Safety: A safety guard extends completely across the file flush with the posting table. The slightest touch on this safety guard will immediately shut the motor off and it will remain off until two relay switches are reset, thus giving complete assurance of safety.

Capacities: The number of cards a Master File will hold is determined by three factors. 1. Card size. 2. Length of tray sections. 3. Guage or thickness of cards.

Card Height		Length of Sections	Card Guage
2" to 3½"	-- 9 sections	Master 25 -- 26½"	Measure cards
3½" to 5½"	-- 8 "	" 35 -- 33"	in use to
5½" to 8¼"	-- 7 "	" 45 -- 44"	determine quantity
8¼" to 9"	-- 6 "	" 60 -- 58"	per inch.

To compute capacities-
1. Divide card width into length of section to determine number of trays per section.
2. Determine number of sections around wheel for card height.
3. Multiply 1. and 2. to determine total number of trays.
4. Multiply total number of trays by 8" which is the uniform tray depth. This will give total filing inches.
5. Multiply filing inches by number of cards per inch for card capacity.

Details:	Card size	range from 2 x 3 to 9" high
	Number of trays	range from 36 to 112 2 x 3 and IBM (7 3/8 x 3 1/4 set vertically)
	Filing inches	range from 100 to 1728
	Depth of trays	8 inches.
	Number of trays	visible-up to 37% of total capacity
	Card housing	cards rest in trays filed parallel to line of rotation
	Card retention	cards are unattached, always in an upright position, and supported in trays by follower blocks.
	Indexing	placed along top edge of card

Dimensions:	Height,	cabinet	38½"
		posting table	29½"
	Width	Model 25	37½"
		Model 35	43"
		Model 45	54"
		Model 60	71"
	Depth		35½"

Approx Shipping Weight:	Model 25	375 lbs
	Trays crated separately	60 lbs
	Model 35	460 lbs
	Tray crated separately	80 lbs
	Model 45	550 lbs
	Trays crated separately	100 lbs
	Model 60	646 lbs
	Trays crated separately	130 lbs

Deduct 50 lbs. per unit for crating to get approximate net weight.
Deduct 10 lbs. per crated tray to get approximate weight.

Floor Space:	Master 25	Master 35	Master 45	Master 60
	9 1/4 sq. ft.	10 1/2 sq. ft.	13 1/3 sq. ft.	17 1/2 sq. ft.

Maintenance: No maintenance required, oilless ball bearing used throughout, no stress or strain or moving parts. Motor entirely enclosed.

Conversions: Master Files can accomodate several record sizes at the same time. If the record size is changed it is merely a matter of replacing the trays. For replacement by a larger record the record height is determined by the number of sections around the wheel. See Capacities.

The Ferris
ROTARY FILE

Master Files can be arranged in batteries with one operator having control of as many as a million MIB cards. Master Files and Standard Files can effectively be used together placing the desired records for easy accessibility to one operator.

The Ferris ROTARY FILE

PRINCIPLE OF OPERATION

1. The main reason why Ferris Rotary Files can master filing jobs with unparalleled ease and efficiency is the mechanical principle of operation. All Ferris Files utilize the ferris wheel design of suspending card trays in a cradle-like fashion. Trays are always kept in an upright position by means of a special eccentric guide ring. The revolution is smooth and uninterrupted. There is no stress or strain on any moving part. No other filing equipment can compare with the Ferris principle for directness and simplicity to achieve high speed volumn filing.

FAST REFERENCE

2. All Ferris Files turn in both a clockwise and counter clockwise direction; consequently, it is never necessary to move the wheel more than one half the revolution to locate any card. The average time required to bring the desired record before the operator is 3 seconds. No other filing device will deliver so many cards per second.

LARGER CAPACITIES

3. Only Ferris offers complete flexibility in capacity for the smallest to the largest filing problem. Extension of the card trays, increasing the number of filing inches is easily accomplished with the ferris wheel principle. An increase of one inch in cabinet width allows many additional filing inches. Ferris Files are manufactured to house any card size, and whether your requirements call for 5,000 or a half million, Ferris will provide the fewest number of units to contain your records. For example, over a half million 2¼ X 3, MIB cards, used by most life insurance companies, can be housed in three Master # 60 files. Our 11 X 8½ letter file, 22 inch tray, motorized unit, can hold over 12,000. All these records can be brought before one comfortably seated operator in a matter of seconds. Look to Ferris for the most adequate solution to the particular card size-capacity filing problem.

ACCOMODATES ANY RECORD SIZE

4. The number of trays suspended around the wheel is determined by the size of the record to be filed. There is a physical relationship between the depth and width of the trays and the number of trays it is possible to place around the wheel and keep the file at a comfortable working height. For a 3 high by 5 wide card 13 trays are suspended around the wheel, where 8 high by 11 wide is limited to 5 trays. To date, over 150 different models have been manufactured; hence there is considerable engineering know-how in reserve for the particular card size problem.

USE YOUR PRESENT RECORDS

5. There is no need to retype or alter your present records in order to streamline your filing system. Ferris Files are made to meet all customer requirements. There is no wear or tear on the cards or index tabs, since no mechanical means of support are needed-no hooks, slots, hole punched cards, or belts are necessary. Merely place your records, as they are, in a Ferris File; the complete change will be accomplished in minutes.

NO INSTRUCTION NECESSARY

6. Any office employee, in a few minutes, efficiently operates a Ferris File. No special training is required.

SPACE SAVINGS

7. The 350-8, manual Ferris Standard file houses 13,000 3 X 5 cards and occupies only three square feet of floor space. Compare this with a tub file or visual slides. Actual case histories reveal how Ferris Files are saving precious floor space in many busy offices. Conservation of floor space is attributed to the compactness of the file and the additional utility of a portable desk height unit. Records can be easily rolled to the point of use.

EFFORTLESS TURNING

8. If the file holds an even distribution of cards, the eight inch manual unit is turned with very little effort-less than a quarter pound push as measured by weight scale resistance. Balance is the essence of effortless turning whether it be an eight or sixteen inch unit. Most applications of the Ferris File permit a balanced condition. If the file is used to capacity balance follows automatically; if the file is only partially filled, then it is important that the contents be distributed evenly, so that the operator exerts a minimum effort. Where a file is in constant use, cards in and out of file, additions and delitions being made, trays being removed etc., it is still relatively simple to maintain a fair balance; however, experience suggests that a standard file larger than 16 inch tray depth should be motorized to eliminate all unnecessary effort. A hand brake is provided on the standard manual files to securely lock the wheel at any desired position- this allows easy removal of the trays. All motorized units are equipped with an automatic, instant stopping, solenoid brake. The motorized files will operate with equal ease and efficiency whether one or all the trays are removed.

TIME AND MOTION SAVINGS

9. A salient fact in the field of Time and Motion study is the reduction of work output due to physical fatigue. Ferris Files literally carry the reference material to the file clerk, deliver them at desk height while she is comfortably seated in a posture chair. There is no stooping, bending, reaching, lifting or pulling of heavy draws. Ferris reduces the number of motions and simplifies them. Cards are always at the operator's fingertips-no need for body movements. Ferris excells for work comfort as the operator is entirely relieved of moving over a large area. Her work is centralized and always within the comfort range. Eye strain is minimized, each card is elevated to an equal visual distance from the operator. No more eye searching near and far.

LARGE WORK AREA

10. Standard models can be equipped with a specially designed posting table attachment that provides a large work area for making entries. The posting table is placed in proper relationship to the reference material enabling full vision and encouraging the natural use of both hands. When not in use the posting table hinges compactly out of the way.

BATTERY ARRANGEMENTS

11. Ferris Files can be arranged for many different office layouts. They can be arranged in pairs, in "L" or "U" shaped arrangements, semi-circle or whatever layout best accomodates the particular office. Given the requirements -quantity and size of filing material, frequency of reference, existing office procedure etc.- the Ferris Sales engineer can present several alternate layouts to allow for specific contingencies, such as increase in volume and activity, frequent division of the work load, multiple reference, etc.

COMPACT COVER AND STURDY LOCK

12. The Standard models are equipped with a self-containing slide cover. The cover slides down within the cabinet walls out of sight and is easily returned to the locking position. The Master files are designed with a hinged posting table which also serves as a cover. All units are furnished with sturdy locks for record security.

NO MAINTENANCE REQUIRED

13. Every moving part on a Ferris File is pivoted on an oilless bearing. With no stress or strain and wearing of parts (thanks to the ferris wheel principle) there is virtually no maintenance required. The interior walls on the motorized units are coated with an asbestos composition that cushions sound and also serves as fire protection. Motors are specially geared, high torque and entirely enclosed. They are equipped with oilless ball bearings and a special clutch device so that the units can be operated manually in case of a power failure.A Foot pedal or push button switch engages the motor. Use of the foot pedal has the additional advantage of keeping both hands free for filing at all times.

DURABLE CONSTRUCTION

14. Cabinets are constructed of stout, 18 guage, sheet steel enhancing long wear and lasting service. The standard finish is gray wrinkle, or upon request, olive green and medium brown.

Ferris Business Equipment, Inc.

General Office and Factory · 244 Great Meadows Road, Stratford, Connecticut

ALL ACCLAIMING

The Ferris ROTARY FILE

NAME OF COMPANY The National City Bank of New York
ADDRESS: 55 Wall St., N. Y. C.
DEPARTMENT USING FERRIS ROTARY FILE Central Liability
MODEL # 860-16 KEY # 2079 SERIAL # 1400C
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Average Balance Cards
YOUR COMMENTS WILL BE APPRECIATED Very satisfactory
Signed: [illegible]
Title: Department Head
Department: Central Liability

BANKS

NAME OF COMPANY NATIONAL BANK OF WILSON
ADDRESS: WILSON, N. C.
DEPARTMENT USING FERRIS ROTARY FILE Personal Loan Dept.
MODEL # 580 KEY # 2268 SERIAL # 330
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Liability Ledger
YOUR COMMENTS WILL BE APPRECIATED Best we have ever used
Signed: [illegible]
Title: [illegible]
Department: Personal Loan Dept.

NAME OF COMPANY Representative's Office
The Marcantile Bank of India Ltd
ADDRESS: 37 Wall Street, New York 5, N.Y.
DEPARTMENT USING FERRIS ROTARY FILE
MODEL # .580 KEY # 2079 SERIAL # 884C
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Credit Information
YOUR COMMENTS WILL BE APPRECIATED Very satisfactory
JUL 8 1952
Signed: [illegible]
Title: Representative
Department

NAME OF COMPANY Equitable Life Assurance Society
ADDRESS: 393-7 Ave. N.Y.C. 1 N.Y.
DEPARTMENT USING FERRIS ROTARY FILE Auditors
MODEL # 585-16 KEY # 2079 SERIAL # 1214C
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Correction Notices
YOUR COMMENTS WILL BE APPRECIATED File is now suited for our purpose
Signed: [illegible]
Title: Superintendent
Department: Auditors

INSURANCE COMPANIES

NAME OF COMPANY General Fire and Casualty Co.
ADDRESS: 1790 Broadway, New York City
DEPARTMENT USING FERRIS ROTARY FILE Statistical
MODEL # 580-16 KEY # 2079 SERIAL # 1011C
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Individual Experience Records
YOUR COMMENTS WILL BE APPRECIATED Many comments on ease of operation.
Signed: [illegible]
Title: [illegible]
Department: [illegible]

NAME OF COMPANY Millers Mutual Insurance Assn. of Ill.
ADDRESS: 320 Easton St., Alton, ILL.
DEPARTMENT USING FERRIS ROTARY FILE Mill & Elevator Dept.
MODEL # 560-16 KEY # 2331 SERIAL # 213
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED State Line Cards and liability records
YOUR COMMENTS WILL BE APPRECIATED
We are well pleased with the operation of this file and it saves considerable space over our old card record system.
Signed: [illegible]
Title: [illegible]
Department:

NAME OF COMPANY York County
ADDRESS: York, Nebraska
DEPARTMENT USING FERRIS ROTARY FILE County Clerk
MODEL # 350-16 KEY # SERIAL # 32
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Alphabetical Car Title record.
YOUR COMMENTS WILL BE APPRECIATED We find the file most convenient
Signed: [illegible]
Title: [illegible]
Department: [illegible]

GOVERNMENT

NAME OF COMPANY City of Pittsfield
ADDRESS: Pittsfield / City Hall
DEPARTMENT USING FERRIS ROTARY FILE
MODEL # 690-22 KEY # 2079 SERIAL # 10870
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Field cards with approvals of benefits
YOUR COMMENTS WILL BE APPRECIATED A very convenient method of filing — motor is of big help. good reliability
Signed: [illegible]
Title: Chairman of Board
Department: [illegible]

NAME OF COMPANY County Clerks Office
ADDRESS: 90 Court House, Duncan, Ok.
DEPARTMENT USING FERRIS ROTARY FILE County Clerk
MODEL # 580-12 KEY # 2396 SERIAL #
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Chattel Mortgage.
YOUR COMMENTS WILL BE APPRECIATED It is a wonderful way to keep Chattel Mortgages
Signed: [illegible]
Title: County Clerk
Department: Stephens Ohio

NAME OF COMPANY RCA Communications, Inc.
ADDRESS: 66 Broad St., New York 4, N.Y.
DEPARTMENT USING FERRIS ROTARY FILE Purchasing
MODEL # 580-16 KEY # 2342 SERIAL # 554
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED For purpose of recording prices, quantities, etc., of various purchases
YOUR COMMENTS WILL BE APPRECIATED
Has expedited entry on cards, saves space, & proven very satisfactory thus far.
Signed: [illegible]
Title: Buyer
Department: Purchasing

MANUFACTURERS

NAME OF COMPANY THE AMERICAN BRASS COMPANY
ADDRESS: 414 Meadow St. Waterbury Conn.
DEPARTMENT USING FERRIS ROTARY FILE TABULATING
MODEL # 700-16 KEY # 2079 SERIAL # C-1196
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Customer Master Records on IBM Cards
YOUR COMMENTS WILL BE APPRECIATED We are very highly satisfied with our Ferris Rotary File
Signed: [illegible]
Title: [illegible]
Department: Tabulating

NAME OF COMPANY Keokuk Electro-Metals Company
ADDRESS: 320 Concert Street, Keokuk, Iowa
DEPARTMENT USING FERRIS ROTARY FILE File Dept.
MODEL # 350 KEY # 2079 SERIAL # 1014C
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Index to all correspondence.
YOUR COMMENTS WILL BE APPRECIATED I like the convenience of the Ferris Rotary File and the fact that it is on rollers and is easily moved.
Signed: L. Inman (Mrs.
Title: [illegible]
Department: File Dept.

NAME OF COMPANY Rural Electric Cooperative, Inc.
ADDRESS: Box 68, Lindsay, Oklahoma
DEPARTMENT USING FERRIS ROTARY FILE Cashier
MODEL # 560 KEY # 2079 SERIAL # 873C
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED I. D. Card File
YOUR COMMENTS WILL BE APPRECIATED We think it will be very helpful and time saving.
Signed: Rural Electric Cooperative
Title: [illegible]
Department

PUBLIC UTILITIES

NAME OF COMPANY OZARK BORDER ELECTRIC COOPERATIVE
ADDRESS: P.O. BOX 802 POPLAR BLUFF, MISSOURI
DEPARTMENT USING FERRIS ROTARY FILE ACCOUNTING
MODEL # 560-12 KEY # 2079 SERIAL # 390
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED MEMBERSHIP CARDS & LOCATION CARDS
YOUR COMMENTS WILL BE APPRECIATED Convenient file for these records.
Signed: [illegible]
Title: [illegible]
Department: [illegible]

NAME OF COMPANY Buffalo Electric Company.
ADDRESS: 15 West Mohawk Street, Buffalo, N. Y.
DEPARTMENT USING FERRIS ROTARY FILE Purchasing
MODEL # 560-12-C KEY # - SERIAL #
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED Stock
YOUR COMMENTS WILL BE APPRECIATED
Very Satisfactory
Signed: [illegible]
Title: Treas.
Department

NAME OF COMPANY The Steel Cadillac Oldsmobile Co.
ADDRESS: 1027 Fairfield Avenue Bridgeport 5, Conn.
DEPARTMENT USING FERRIS ROTARY FILE Service Department
MODEL # 580 KEY # 2313 SERIAL # 265
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
Customer Follow -Up record of Service
YOUR COMMENTS WILL BE APPRECIATED The Ferris Rotary is neat and has helped promote efficient service.
Signed: J. E. Jones
Title: Service Manager
Department: Service Department

AUTO DEALERS

NAME OF COMPANY Manhattan Pontiac Corporation
ADDRESS: 700 11th Avenue, New York City
DEPARTMENT USING FERRIS ROTARY FILE Service Department
MODEL # 580-12 KEY # SERIAL # 582
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
Customer Follow Up
YOUR COMMENTS WILL BE APPRECIATED
Satisfactory
Signed: Joan Smaher
Title: Clerk - Typist
Department: Service Departmer

NAME OF COMPANY Reki Motors, Inc.
ADDRESS: 617 State St. - Bridgeport - Conn.
DEPARTMENT USING FERRIS ROTARY FILE Service Dept.
MODEL # 580 KEY # 2539 SERIAL # 219
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
Follow-Up-System on Service Customers
YOUR COMMENTS WILL BE APPRECIATED
Easie - Time Saver - Compact - Efficient Space Saver - etc. We like it.
Signed:
Title:
Department: Service Dept. - Reki Motors

NAME OF COMPANY Monroe Calculating Machine Co.
ADDRESS: Dept 191 Bristol Virginia
DEPARTMENT USING FERRIS ROTARY FILE Production Control
MODEL # 580-12 KEY # 2079 SERIAL #C138 3X
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
Work in Process Records
YOUR COMMENTS WILL BE APPRECIATED improves dept. appearance - girl is pleased - and is able to accomplish more work
Signed: R. K. Cooper
Title: Prod. Control Mgr.
Department

BUSINESS EQUIPMENT

NAME OF COMPANY A. B. Dick Company
ADDRESS: 5700 W. Touhy Avenue
DEPARTMENT USING FERRIS ROTARY FILE Equip.Methods Engrg. Sec
MODEL # 580-16 KEY # 2079 SERIAL #1057C
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
Part Usage Cards
YOUR COMMENTS WILL BE APPRECIATED
Very satisfactory
Signed: Otto Kopp
Title: Section Manager
Department: Equipment Methods

NAME OF COMPANY AMERICAN PHOTOCOPY EQUIPMENT COMPANY
ADDRESS: 2849 N. Clark Street
DEPARTMENT USING FERRIS ROTARY FILE Order
MODEL # 580-16 KEY # 2079 SERIAL #N484C
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
customer information
YOUR COMMENTS WILL BE APPRECIATED EXTREME SATISFACTION WE HAVE NOTICED AN APPRECIABLE SAVINGS IN TIME & SPACE.
Signed:
Title: General Manager
Department

NAME OF COMPANY AiResearch Manufacturing Company
ADDRESS: 402 South 36th Street, Phoenix, Ariz.
DEPARTMENT USING FERRIS ROTARY FILE 80-Maintenance
MODEL # 580-22 KEY # 2079 SERIAL #C1194N
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
Daily Stock Record Inventory.
YOUR COMMENTS WILL BE APPRECIATED Believe this file will suit our purpose admirably.
Signed: Lamar Nelson
Title: Plant Engineer (Acting
Department: Plant Engineering

RESEARCH

NAME OF COMPANY THE TEXAS COMPANY
ADDRESS: RAND BUILDING BUFFALO, N.Y.
DEPARTMENT USING FERRIS ROTARY FILE ACCOUNTING
MODEL # 700-16 KEY # 2416 SERIAL # 433
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
EQUIPMENT RECORDS
YOUR COMMENTS WILL BE APPRECIATED
Big improvement over condition as it is now.
Signed: A. H. Miller
Title: Acct. Accountant
Department: Sales Dept. Purchase Bureau

OIL COMPANIES

NAME OF COMPANY Dearborn Board of Education
ADDRESS: 5757 Wickel Ave Dearborn Mich.
DEPARTMENT USING FERRIS ROTARY FILE Accounting
MODEL # 580-12 KEY # 2070 SERIAL #C1337
FOR WHAT RECORDS IS FERRIS ROTARY FILE USED
Stock records
YOUR COMMENTS WILL BE APPRECIATED
We have used the Ferris wheel one week and like it very well, the best we have ever had.
Signed: A. H. Larson
Title: Purchasing Agent
Department: Administration

EDUCATION

SAVE TIME + SPACE + MONEY

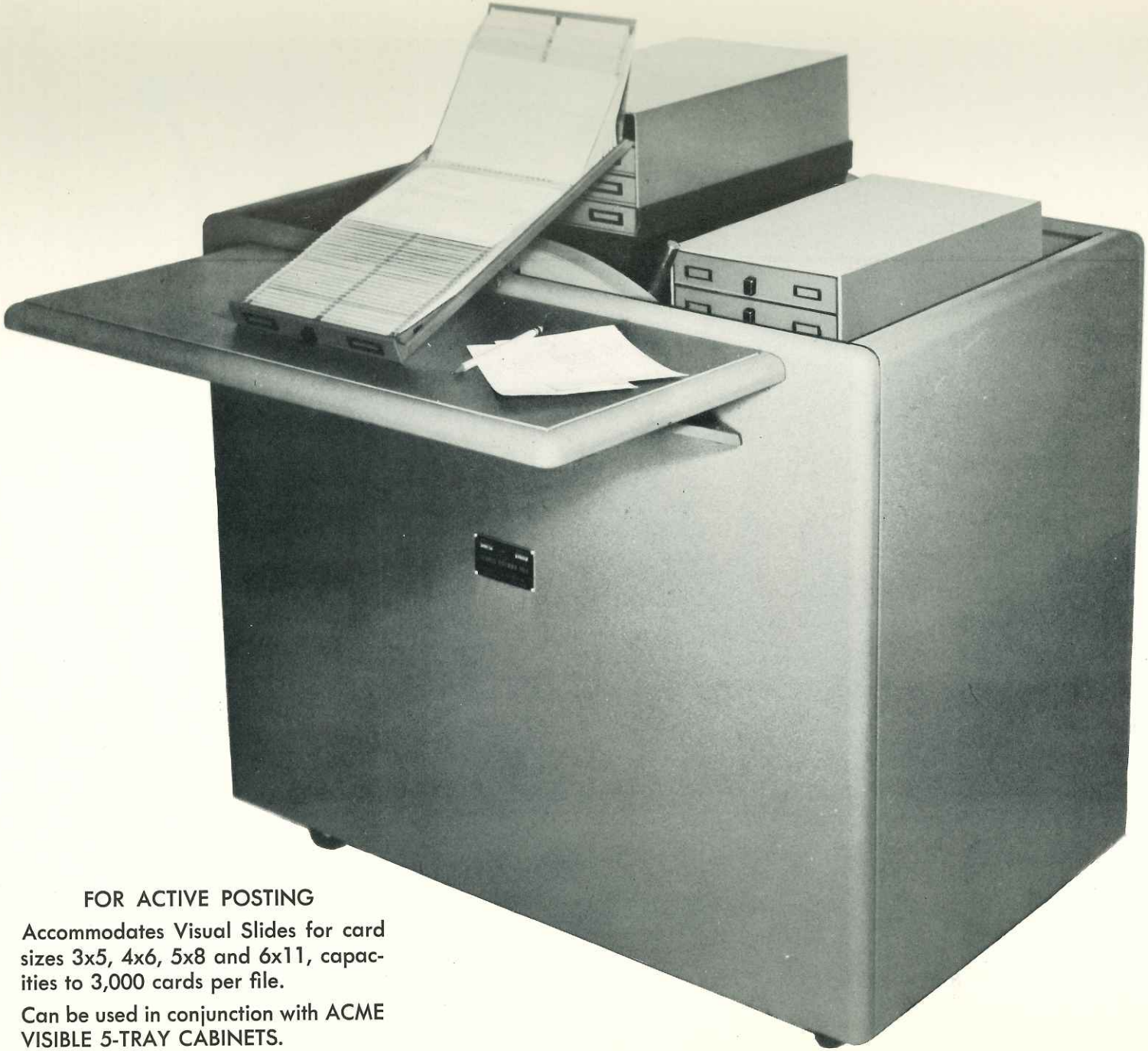
TRANSPORTATION
HOSPITALS
LIBRARY
WATER COMPANIES
PUBLISHING
COMMUNICATIONS

FAST REFERENCE AND POSTING

Present cards installed in minutes. Accommodates any record size, any capacity. The desired card delivered in 3 seconds.

Ferris Business Equipment, Inc.

General Office and Factory · 244 Great Meadows Road, Stratford, Connecticut



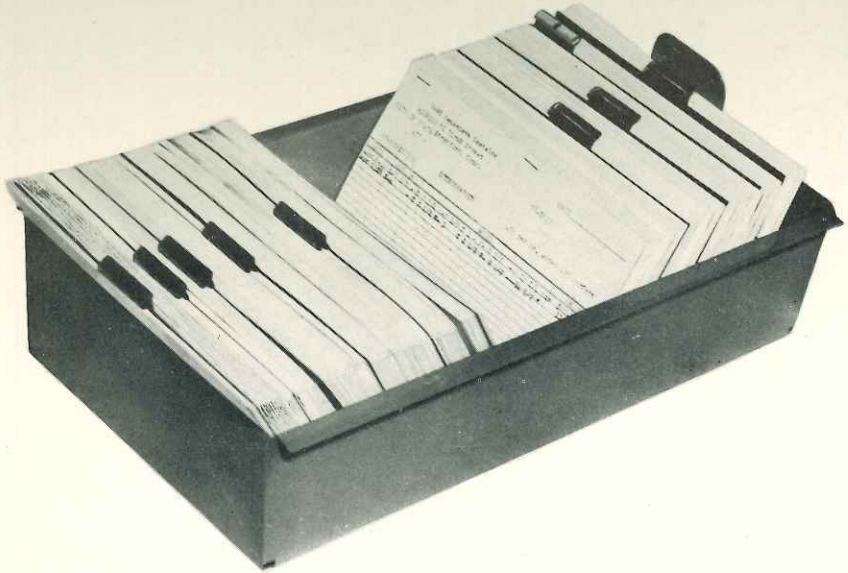
FOR ACTIVE POSTING

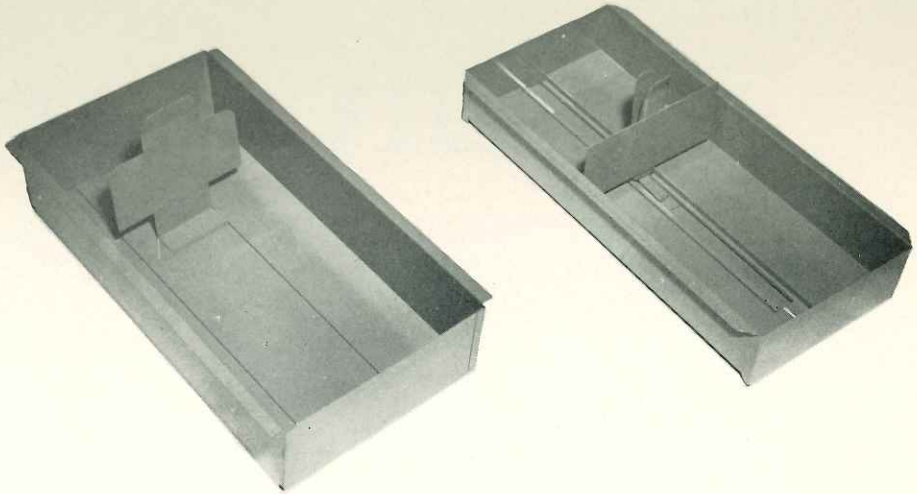
Accommodates Visual Slides for card sizes 3x5, 4x6, 5x8 and 6x11, capacities to 3,000 cards per file.

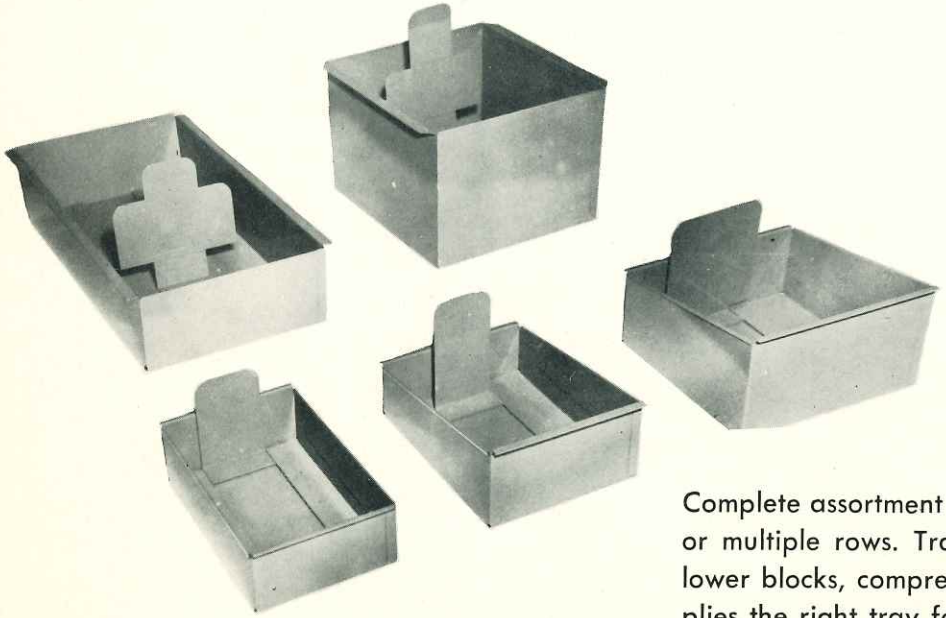
Can be used in conjunction with ACME VISIBLE 5-TRAY CABINETS.

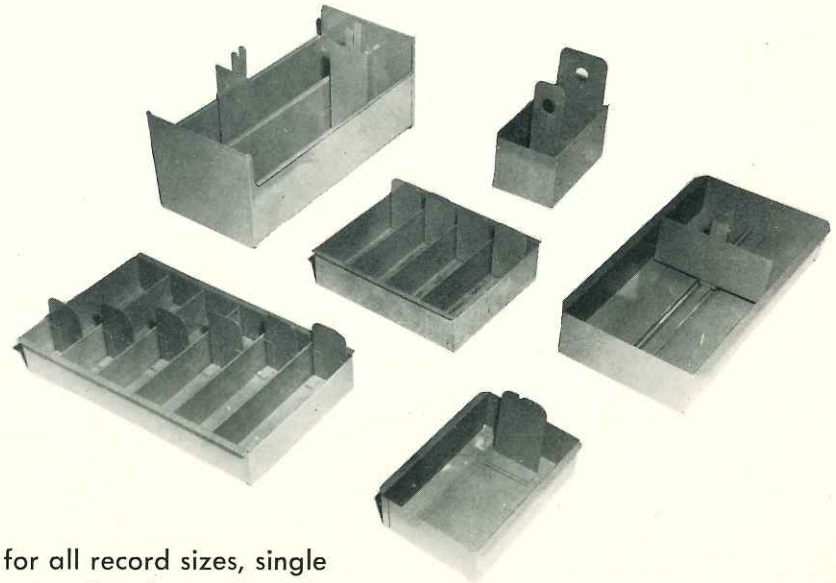
The FERRIS MASTER 25 containing 5″ high x 8″ wide cards — capacity 192 filing inches — 37% of entire capacity always in view.

The Ferris
ROTARY FILE









Complete assortment of card trays for all record sizes, single or multiple rows. Trays can be equipped with regular follower blocks, compression blocks or sway blocks. Ferris supplies the right tray for the specific job.

The Ferris ROTARY FILE

PARTIAL LIST OF APPLICATIONS

Acct. receivable	Consumer Water Co., Coral Gables	5 x 3
	Standard Freight Lines, Chicago, Ill.	4 x 6
	R. J. Strasenburgh Co., Rochester, N.Y.	3 x 7
Acct. Expiration	Simpson Co., Indianapolis, Ind.	5 x 8
Alph. road cards	Artesian Water Co., Newport, Del.	3 x 5
Artist file	Radio Sta. KTAR, Phoenix, Ariz.	4 x 6
Alumni records	Brigham Young Univ., Provo, Utah	
Car Title cards	York County, York, Nebraska	3 x 5
Chattel Mortgage	County Clerk, Duncan, Oklahoma	5 x 8
Central Info.	Brookline Trust, Brookline, Mass.	5 x 8
Contract records	Navy Purchasing Office, N.Y., N.Y.	5 x 8
Correspondence	Brotherhood Mutual Ins., Ft. Wayne, Ind.	3 x 5
Cost records	Monroe Calculating, Orange, N. J.	5 x 8
	Bard Parker, Danbury, Conn.	6 x 9
	Boundbrook Brg., Boundbrook, N. J.	5 x 8
Credit Register	Gulf Oil Co., N.Y., N.Y.	3 x 5
Credit Info.	Mercantile Bk. of India, N.Y., N.Y.	5 x 8
Customer credit	Carnation Company, Tulsa, Okla.	4 x 6
Customer history	Citizens Gas & Coke, Indianapolis, Ind.	4 x 6
Customer Info.	Amer. Photocopy Equip., Chicago, Ill.	3 x 5
	Diamond Match Co., N.Y., N.Y.	5 x 8
	Monsanto Chemical, St. Louis, Mo.	5 x 8
Customer spec.	Chase Brass & Copper, Waterbury, Conn.	4 x 6
Data, technical	Willy Overland, Toledo, Ohio	5 x 8
Delivery cards	Sun Oil Co., Atlantic City, N. J.	5 x 8
Directory cards	Budget Charge Inc., Yonkers, N.Y.	3 x 5
Employee record	Pratt & Whitney, New Haven, Conn.	3 x 5
	State Labor Dept., Bridgeport, Conn.	5 x 8
	Miami Fire Dept., Miami, Florida	5 x 8
	U.S. A.E. Comm., Washington, D.C.	3 x 5
	Amer. Tel. & Tel., N.Y., N.Y.	2½ x 3½
	Milwaukee County, Milwaukee, Wis.	3 x 5
	U.S. Coast Guard, Miami, Florida	5 x 8
Eng. Records	Casco Products, Bridgeport, Conn.	5 x 8
	A. B. Dick Co., Niles, Illinois	5 x 8
	Hazeltine Elec., Little Neck, N.Y.	5 x 8
	Kaman Aircraft, Bradley Field, Conn.	5 x 8
Equip. Records	The Texas Co., Buffalo, N.Y.	IBM
Follow-Up files	Manhattan Pontiac Corp., N.Y., N.Y.	5 x 8
	Rehl Motors, Inc., Bridgeport, Conn.	5 x 8
	Greenwich Cab. Co., Greenwich, Conn.	5 x 8
Fire Ins. rates	Fire Ins. Rating Org., Newark, N. J.	3 x 5
Group Ins.	Employers Life, Birmingham, Ala.	5 x 8
History records	Pratt & Whitney, Hartford, Conn.	8 x 9½
	Mutual of Omaha, Newark, N.J.	4 x 6
Housing	City of Cleveland, Ohio	5 x 8
I. D. cards	Rural Elec. Coop., Lindsay, Okla.	4 x 6
Interment cards	Calvary Cemetery, Evanston, Ill.	3 x 5
Impaired risk	Pan Amer. Casualty, Houston, Texas	3 x 5
Installm't Info.	Grolier Soc. Inc., Kansas City, Mo.	5 x 8
Instruct. cards	Brown Bros. Harriman Co., N.Y., N.Y.	IBM
Inventory control	White Motors, Roanoke Rapid, N. C.	5 x 8
	Stewart Sales, Mt. Clemens, Mich.	5 x 8
	Hartgell Motor, Minneapolis, Minn.	5 x 8
	Inspect. Equip., Army Chem., Md.	5 x 8
	Central Ohio Paper Co., Indianapolis, Ind.	5 x 8
	Nat'l Lead Co., Sayerville, N. J.	5 x 8
	AiResearch Mfg. Co., Phoenix, Ariz.	5 x 8
Liab. Ledger	Nat'l Bank of Wilson, N. C.	5 x 8
Location cards	Udell Gen. Agcy., Phoenix, Ariz.	3 x 5
Loss Index cards	Talbot, Bird & Co., Inc., N.Y., N.Y.	3 x 5
Mailing list	Pitney-Bowes of Canada	3 x 5
Mat. Cross Ref.	Westinghouse Elec., Sharon, Pa.	4 x 6
Medical records	Franklin Life Ins., Springfield, Ill.	3 x 5
	R. P. Watterson, M.D., McPherson, Kan.	5 x 8
	F. B. Gray, M.D., Grand Rapids, Mich.	5 x 8
	Montefiore Hosp. Med. Grp., N.Y.C.	4 x 6
	Nat'l Surety Corp., N.Y., N.Y.	5 x 8
	H.K. Edwards, M.D., Miami, Fla.	5 x 8
Membership	Assoc. of Nat'l Ad., N.Y.C.	5 x 8
	Illinois State Nurses, Chicago, Ill.	4 x 6
Membership card	Ozark Border Elec., Pop. Blffs., Mo.	3 x 5
	Woman's Int. Aux., I.T.U., Madison, Wis.	3 x 5
	Choctaw Elec. Coop., Hugo, Okla.	4 x 6
	Fairchild Air Base, Washington	5 x 8
Meter History	Mountain States Power, Casper, Wyo.	5 x 8
Maintenance	Ditmars Refrig. Co., N.Y., N.Y.	5 x 8
Mortgage Index	County Clerk, Altus, Oklahoma	5 x 8
Note Copies	Valley Nat'l Bank, Phoenix, Ariz.	7 x 8½
Offset records	General Electric Co., Philadelphia, Pa.	4 x 6
Overtime file	Bureau of Police, Portland, Oregon	5 x 8
Order records	United Paste & Glue, N.Y., N.Y.	5 x 8
	Doughboy Ind., New Richmond, Wis.	5 x 8
Ownership Address	Atlantic Refining, Dallas, Texas	4 x 6

Pattern cards	E. I. Du Pont de Nemours, N.Y., N.Y.	5 x 8
Parts records	Hamilton Standard, Windsor Locks, Conn.	6 x 8
	Sikorsky Aircraft, Bridgeport, Conn.	5 x 8
	Bay State Abrasive, Westboro, Mass.	4 x 6
	Accurate Truck Parts, Chicago, Ill.	5 x 8
	McDonald Coop. Dairy, Flint, Mich.	5 x 8
Parts spec.	Pacific Car & Foundry, Renton, Wash.	5 x 8
	South Bend Lathe Works, Indiana	8½ x 11
Part usage card	A. B. Dick Co., Chicago, Ill.	5 x 8
	Guaranty Trust Co. of N.Y., N.Y.	5 x 8
Perpetual Inventory	Lake Central Airline, Indianapolis, Ind.	5 x 8
Personnel	Western Electric Co., N.Y.C.	8 x 11
	Anaconda Copper, Anaconda, Mont.	5 x 8
	Amer. Cyanamid Co., N.Y., N.Y.	3 x 5
Premium notices	Postal Life Ins. Co., N.Y., N.Y.	5 x 8
Price cards	The Mercury Mfg. Co., Chicago, Ill.	5 x 8
	Amer. Brass Co., Waterbury, Conn.	5 x 8
	R. G. LeTourneau, Peoria, Ill.	5 x 8
	R.C.A. Communications, N.Y., N.Y.	5 x 8
	Inland Empire, Spokane, Wash.	5 x 8
	Monroe Calculating, Orange, N. J.	5 x 8
	Western Elec. Co., N.Y.C.	8 x 11
Purchasing	Atlas Elec. Devices, Chicago, Ill.	5 x 8
Prod. control	Pitney Bowes, Stamford, Conn.	Tab
	Amer. Meter Co., Erie, Pa.	5 x 8
	Chain Belt Co., Milwaukee, Wis.	5 x 8
	Geometric Tool, New Haven, Conn.	7 x 4
Property Records	City of Pittsfield, Mass.	6 x 9
	Cluett Peabody & Co., Troy, N.Y.	4 x 6
	Queen Heaven Cemetery, Hillside, Ill.	5 x 8
	Radiolog. Div., Army Chem. Center, Md.	5 x 8
Purchasing	General Elec. Co., Schenectady, N.Y.	5 x 8
	Scoville Mfg. Co., Waterbury, Conn.	5 x 8
	Wallace & Barnes, Bristol, Conn.	5 x 8
	Amer. Brass Co., Waterbury, Conn.	8 x 10
	Public Service Corp., Newark, N. J.	5 x 8
Repair Parts	Wunderwald Implement, Conrad, Mont.	5 x 8
React'n visitors	Elkhorn Mining Co., Boulder, Mont.	5 x 8
Record of insured	Mass. Ind. Ins. Co., Boston, Mass.	3 x 5
	The Home Ins. Co., Havana, Cuba	5 x 8
Regstr. Borrower	Curtis Memorial Lib., Meriden, Conn.	3 x 5
Sales Records	Glendale Knitting Corp., N.Y., N.Y.	5 x 8

Sales Records	Superior Elec., Bristol, Conn.	5 x 8
	Copy-Craft, Incorporated, N.Y., N.Y.	4 x 6
	Sims Pump Valve Co., N.Y., N.Y.	3 x 5
	Flexiclogs, New Halstein, Wis.	3 x 5
	Goldman Sachs & Co., St. Louis, Mo.	5 x 8
	Public Serv. Elec. & Gas, Newark, N. J.	5 x 8
Service Records	Adams Coal Co., Brooklyn, N.Y.	5 x 8
Service Ruling	Nat'l City Bank of N.Y., N.Y.	4 x 6
Signature cards	Soc. for Savings, Cleveland, Ohio	3 x 5
	City Nat'l Bank of Baton Rouge, La.	3 x5
	Stamford Fed. Savings & Loan, Stamford, Conn.	4 x 6
	Safe Deposit & Trust, Baltimore, Md.	IBM
	City Nat'l Bank, Wichita Falls, Texas	3 x 5
	Gulf Nat'l Bank, Gulfport, Miss.	4 x 6
Stores Disbursement	Nat'l Tube, U.S. Steel, Lorain, Ohio	Tab
Subscriptions	Muncie Newspapers, Indiana	3 x 5
	Washington Heights Medical, N.Y.C.	4 x 6
Tabulating cards	Pratt & Whitney, Hartford, Conn.	Tab
	I. B. M. Corp., Endicott, N.Y.	IBM
	The Texas Co., Denver, Colorado	Tab
	Westinghouse Elec., Pittsburgh, Pa.	Tab
	Amer. Brass Co., Waterbury, Conn.	Tab
	Casco Products, Bridgeport, Conn.	Tab
	Pitney Bowes Co., Stamford, Conn.	Tab
Terminat'n cntrct	Moorman Mfg. Co., Quincy, Ill.	3 x 5
Tooling records	Kaman Aircraft, Bloomfield, Conn.	6 x 9
	Pratt & Whitney Aircraft, Hartford, Conn.	3 x 5
Transform & Meter	Red River Valley Elec., Marietta, Okla.	5 x 8
Union Records	Butte Miners Union, Butte, Mont.	4 x 6
	Local 877, U.A.W., C.I.O., Bridgeport, Conn.	4 x 6
Verification file	WRFEA Ins. Service, St. Louis, Mo.	4 x 6
Vault records	Hallgarten & Co., N.Y., N.Y.	4 x 7½
Vehicle control	European Comm. Exch. Sys., N.Y., N.Y.	5 x 8¼
Vehicle parts	PMK Company, Honolulu, Hawaii	Tab
Vital Statistics	Elkhorn Mining, Boulder, Mont.	5 x 8
Warehouse stock	Roller Bearing Co., Trenton, N. J.	5 x 8
	Bard-Parker Co., Danbury, Conn.	6 x 9
	Burlington Mills, N.Y., N.Y.	Tab
	Auto Electric, Clearwater, Fla.	5 x 8
	W. H. Brelsford Farm, Piqua, Ohio	5 x 8
	Buffalo Electric, Buffalo, N.Y.	5 x 8

Ferris Business Equipment, Inc.

General Office and Factory · 244 Great Meadows Road, Stratford, Connecticut

CHEMICAL COMPANIES

Use	Name	Address	Card Size
Pattern Cards	E. I. du Pont	New York, N.Y.	5 x 8
Reference Names	American Cyanamid Co.	New York, N.Y.	3 x 5
Material	National Lead Co.	Sayerville, N.J.	5 x 8
Record Cards	Columbia-South.Chem.Corp.	Lake Charles, La.	5 x 8
Info Cards	Monsanto Chemical Co.	St. Louis, Mo.	5 x 8

GOVERNMENT & TOWN RECORDS

Chattel Mortgage	County Clerks	Duncan, Okla.	5 x 8
Contract Rec.	Navy Purchasing Office	New York, N.Y.	5 x 8
Employee Rec.	State Labor Dept.	Bridgeport, Conn.	5 x 8
Employee Rec.	Miami Fire Dept.	Miami, Fla.	3 x 5
Employee Rec.	U.S. A.E. Comm.	Washington, D.C.	3 x 5
Employee Rec.	U.S. Coast Guard	Miami, Fla.	5 x 8
Membership Cards	Fairchild Air Base	Washington	5 x 8
Overtime File	Bureau of Police	Portland, Ore.	5 x 8
Property Records	City of Pittsfield	Mass.	6 x 9
Property Records	Radiolog.Div.Army Chem.	Maryland	4 x 6
Purchasing Rec.	Public Service Corp.	Newark, N.J.	5 x 8
Employee Rec.	County of Milwaukee	Milwaukee, Wis.	3 x 5
Vehicle Control	European Command Ex.Sys.	New York, N.Y.	5 x 8
Stock Control	Chem.Corps,Army Chem.	Maryland	5 x 8
Servicing	7th Coast Guard Dist.	Miami, Fla.	5 x 8
Collections	City of Tiffin	Tiffin, Ohio	5 x 8
Meter Repair	City of West Allis	Milwaukee, Wis.	5 x 8
Teaching Records	Sup. of Schools	Riverside, Calif.	5 x 8
Welfare Order Control	Public Welfare Dept.	Pittsfield, Mass.	5 x 8
Overtime Reports	Bureau of Police	Portland, Ore.	5 x 8
Mortgage Index File	County Clerk	Altus, Okla.	5 x 8
Personnel	U.S. Atomic Energy Comm.	Washington, D.C.	3 x 5
Personnel Records	Miami Fire Dept.	Miami, Fla.	5 x 8
County Employees Rec.	County of Milwaukee	Milwaukee, Wis.	3 x 5
Personnel	U.S. Coast Guard	Miami, Fla.	5 x 8
Inventory Record	Army Chemical Center	Maryland	5 x 8
Contracts Record	Navy Purchasing Office	New York, N.Y.	5 x 8
M/R Property Rec.	Army Chemical Center	Maryland	5 x 8
Vehicle Control Cds.	European Command Ex.Sys.	New York, N.Y.	5 x 8
Housing	City of Cleveland	Cleveland, Ohio	5 x 8

HOSPITALS & MEDICAL

Clinical Med. Rec.	Drs. Burroughs & Robert	Grandville, Mich.	5 x 8
House Patient Rec.	Dr. F. A. Davis	Shawnee, Okla.	4 x 6
Obsetrical & Gyn.	Dr. Fred B. Gray	Grand Rapids, Mich.	5 x 8
Medical Records	Medical Center	Seguin, Texas	4 x 6
Medical Records	Dr. E. D. Matthews	Livermore, Calif.	5 x 8
History Patient Cds.	Dr. H. J. Van Duine	Grand Rapids, Mich.	5 x 8
Medical	Dr. F. M. Burroughs	Grandville, Mich.	5 x 8
Membership Record	Jamaica Medical Group	Jamaica, N.Y.	4 x 6
Ledger Cards	Johns Hopkins Hospital	Baltimore, Md.	7 x 6
Charge Account	Community Medical Group	Boonton, N.J.	4 x 6
Diagnostic Records	Hunterdon Medical Center	Flemington, N.J.	4 x 6
Medical Care	Dr. R. P. Watterson	McPherson, Kans.	5 x 8
Subscribers	Montefiore Hosp.,Med. Grp.	Bronx, N.Y.	4 x 6
Medical Care	Dr. Howard K. Edwards	Miami, Fla.	5 x 8
Patients Records	Dr. L. D. Combs	Shawnee, Okla.	4 x 6
Membership Records	Pierce Medical Bureau	Tacoma, Wash.	5 x 8
Case Histories	Topeka State Hospital	Topeka, Kans.	5 x 8
Purchase Records	Conn.State Dept. of Health	Hartford, Conn.	5 x 8
Subscriber Cards	Wash. Hts. Med. Group	New York, N.Y.	4 x 6

INSURANCE COMPANIES

Use	Name	Address	Card Size
Fire Ins. Rates	Fire Ins. Rating Org.	Newark, N.J.	3 x 5
History Records	Mutual of Omaha	Newark, N.J.	4 x 6
Impaired Risk	Pan American Casualty	Houston, Tex.	3 x 5
Medical Records	Franklin Life Ins.	Springfield, Ill.	3 x 5
Premium Notices	Postal Life Ins. Co.	New York, N.Y.	5 x 8
Block Record Cards	The Home Insurance Co.	Havana, Cuba	5 x 8
Record of Insured	Mass. Ind. Ins. Co.	Boston, Mass.	3 x 5
Claim Records	National Surety Corp.	New York, N.Y.	5 x 8
Rate Cards	Fire Ins. Rating Org.	Newark, N.J.	3 x 5
Premium Records	United Insurance Co.	Chicago, Ill.	3 x 5
Premium Records	Standard Life Ins. Co.	Indianapolis, Ind.	5 x 8
Claim Records	Utica Fire Ins. Co.	Utica, N.Y.	3 x 5
Master Tabulating	Lumberman's Mutual	Chicago, Ill.	TAB
Group Insurance	Emp. Life Ins. Co., Ohio	Birmingham, Ala.	5 x 8
Correspondence Card	Brotherhood Mut. Life Ins.	Ft. Wayne, Ind.	3 x 5
Fees Record	National Surety Corp.	New York, N.Y.	5 x 8
Medical	Continental Ins. Co.	New York, N.Y.	5 x 8
Reference Form Rec.	The Employers' Group	Boston, Mass.	5 x 8
Line Card Index	Worcester Mut. Fire Ins.	Worcester, Mass.	5 x 8

MANUFACTURERS

Purchase Records	Scoville Mfg. Co.	Waterbury, Conn.	5 x 8
Purchase Records	American Brass	Waterbury, Conn.	8 x 10
Property Records	Cluett, Peabody & Co.	Troy, N.Y.	4 x 6
React'n Visitors	Elkhorn Mining Co.	Boulder, Mont.	5 x 8
Sales Records	Sims Pump Valve Co.	New York, N.Y.	3 x 5
Sales Records	Copy-Craft Inc.	New York, N.Y.	4 x 6
Tabulating Cards	Pratt & Whitney	Hartford, Conn.	TAB
Tabulating Cards	I.B.M. Corp.	Endicott, N.Y.	IBM
Tabulating Cards	Casco Products	Bridgeport, Conn.	TAB
Tabulating Cards	Pitney-Bowes	Stamford, Conn.	TAB
Terminating Contract	Moorman Mfg. Co.	Quincy, Ill.	3 x 5
Warehouse Stock	Burlington Mills	New York, N.Y.	TAB
Cost Records	Monroe Calculating	Orange, N.J.	5 x 8
Cost Records	Bard Parker	Danbury, Conn.	6 x 9
Customer Info	Diamond Match Co.	New York, N.Y.	5 x 8
Customer Info	Monsanto Chemical	St. Louis, Mo.	5 x 8
Engineering Rec.	Avco Mfg. Corp.	Cincinnati, Ohio	4 x 6
Master Tooling Cds.	Kaman Aircraft	Windsor Locks, Conn.	6 x 9
Personnel Records	American Cyanamid Co.	New York, N.Y.	3 x 5
Accounts Payable	Westinghouse Elec. Corp.	E. Pittsburgh, Pa.	TAB
Blueprint Records	General Electric Co.	Philadelphia, Pa.	4 x 6
Export Sales	E. I. du Pont	New York, N.Y.	5 x 8
Posting Invoices	The Kendall Co.	Chicago, Ill.	5 x 8
Stores Disbursement	U.S. Steel	Lorain, Ohio	TAB
Index File	International Silver Co.	Meriden, Conn.	5 x 8
Perpetual Paper Inv.	The Central Ohio Paper Co.	Indianapolis, Ind.	5 x 8
Inventory	AiResearch Mfg. Co.	Phoenix, Ariz.	5 x 8
Master Tool Records	Goodyear Aircraft Corp.	Phoenix, Ariz.	5 x 8
Warehouse Stock Cards	Roller Bearing Co. of Am.	Trenton, N.J.	5 x 8
Part Number Record	Crosley Div., Avco Mfg.	Cincinnati, Ohio	4 x 6
Master Tech. Data Cds.	Willys Overland	Toledo, Ohio	5 x 8
Personnel Records	Anaconda Copper Mining Co.	Anaconda, Mont.	5 x 8
Pur. Historical Cds.	General Electric Co.	Schenectady, N.Y.	5 x 8
Material Control	The Superior Electric Co.	Bristol, Conn.	6 x 9
Tabulating Cards	Westinghouse Elec. Corp.	E. Pittsburgh, Pa.	TAB
Personnel Record Cds.	Western Electric Co.,Inc.	New York, N.Y.	$8\frac{1}{2}$ x 11

OIL COMPANIES

Use	Name	Address	Card Size
Equipment Records	The Texas Co.	Houston, Tex.	5 x 8
Credit Cd. Code Reg.	Gulf Oil Corp.	New York, N.Y.	3 x 5
Check Index Record	Mid-Continent Pet. Corp.	Waterloo, Iowa	4 x 6
Furnace Oil Del. Cds.	Sun Oil Co.	Atlantic City, N.J.	5 x 8
Ownership Address Cds.	The Atlantic Refining Co.	Dallas, Texas	4 x 6

PUBLIC UTILITIES & SERVICES

Sales Record	Public Serv. Elec. & Gas	Newark, N.J.	5 x 8
Transform & Meter	Red River Valley Elec.	Marietta, Okla.	5 x 8
Accts. Receivable	Consumers Water Co.	Coral Gables, Fla.	5 x 3
Alph., Road Card	Artesian Water Co.	Newport, Del.	3 x 5
I. D. Cards	Rural Elec. Coop.	Lindsay, Okla.	4 x 6
Membership Cards	Ozark Border Elec.	Poplar Bluffs, Mo.	3 x 5
Membership Cards	Choctaw Elec. Coop.	Hugo, Okla.	4 x 6
I. D. Cards	Amer. Tel. & Tel. Co.	New York, N.Y.	3 x 5
Order Record	N.Y. Telephone Co.	New York, N.Y.	5 x 8
Central Info	Pacific Tel. & Tel. Co.	San Francisco, Cal.	3 x 5
Ledger Cards	N.Y. Central R.R.	New York, N.Y.	6 x 8
Meter History Cds.	Mountain States Power Co.	Casper, Wyo.	5 x 8
Membership Cards	E. Cent. Okla. Elec. Coop	Okmulgee, Okla.	4 x 6
Customer History File	Citizens Gas & Coke Ut.	Indianapolis, Ind.	4 x 6

SCHOOLS

Alumni Membership Cds.	Brigham Young Univ.	Provo, Utah	3 x 5
Inventory of Equip.	Florida A & M College	Tallahassee, Fla.	5 x 8
Permanent Master File	Ohio State Unv. Dev. Fund	Columbus, Ohio	4 x 6

UNIONS

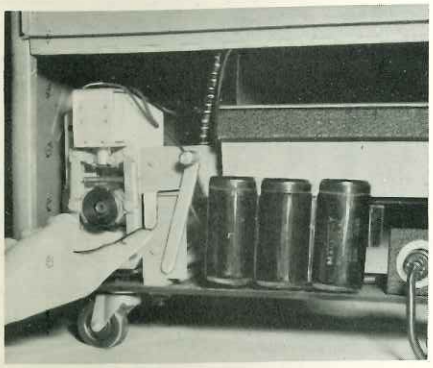
Membership File	Local 877, UAW-CIO	Bridgeport, Conn.	4 x 6
Miners Union Rec.	Butte Miners Union	Butte, Mont.	4 x 6
Surgical Ins. Cds.	Federation of Glass	Toledo, Ohio	4 x 6

MISCELLANEOUS

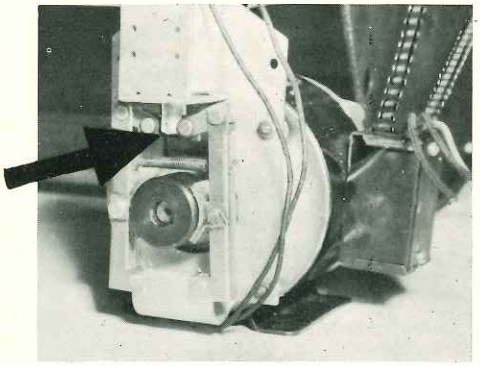
Accts. Receivable	N.Y. Central R.R.	New York, N.Y.	TAB
Inventory	Jones & Auerbacher, Inc.	Newark, N.J.	5 x 8
Customer Sales	Goldman, Sachs, & Co.	St. Louis, Mo.	5 x 8
Sales Records	Flexiclogs	New Holstein, Wis.	3 x 5
Statistics	Elkhorn Mining Co.	Boulder, Mont.	5 x 8
Daily Sales Tickets	Telling Ice Cream Co.	Cleveland, Ohio	5 x 8
General Traffic	Ralston Purina Co.	St. Louis, Mo.	5 x 8
Titles & Artist Files	Radio Station KTAR	Phoenix, Ariz.	4 x 6
Perpetual Inv. Stock	Lake Central Airlines, Inc.	Indianapolis, Ind.	5 x 8
Parts Ident. Cards	Pacific Car & Foundry Co.	Renton, Wash.	5 x 8
Mail Subscriptions	Muncie Newspapers	Muncie, Ind.	3 x 5
Property Records	Cluett, Peabody & Co.	Troy, N.Y.	4 x 6
Registration	Curtis Memorial Library	Meriden, Conn.	3 x 5
Interment Cards	Calvary Cemetery	Evanston, Ill.	3 x 5
Parish Records	St. Stephen of Hungary Ch.	New York, N.Y.	3 x 5

The Ferris ROTARY FILE

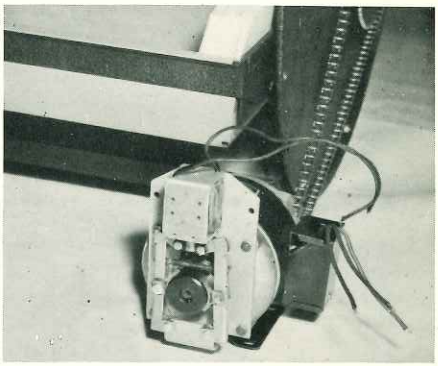
OPERATING INSTRUCTIONS—MOTORIZED UNITS



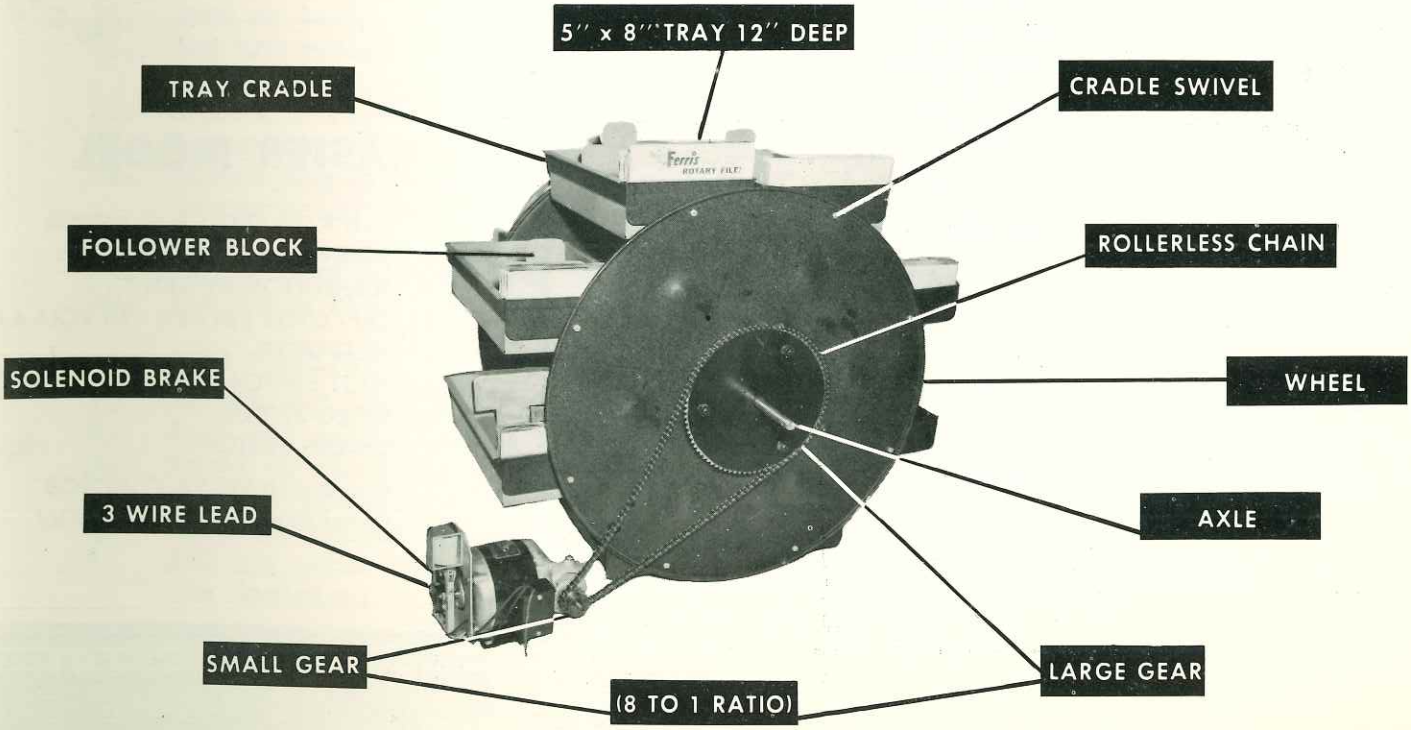
Disengaging motor for manual operation . . . Put slight pressure to the right on clutch handle. Lift trigger device which hinges upward locking clutch handle in position and disengaging motor. All motors are equipped with a set of three capacitors, as pictured, to provide additional starting torque. Male plugs are inserted and turned to the right to locking position. Do not attempt to remove plugs without first turning to the left.

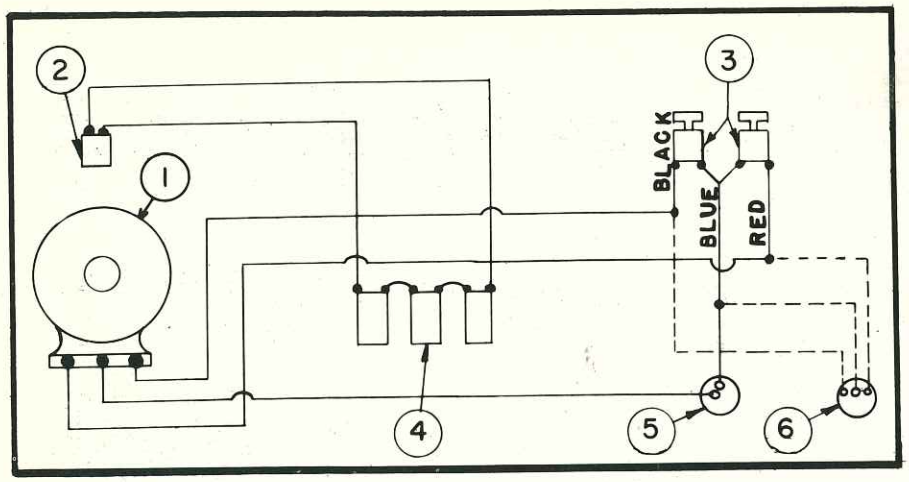


Manually releasing solenoid brake... Arrow points to swiveled plunger, which is pushed down automatically when push buttons are released bringing brake shoe against motor shaft. When starting buttons are pushed the plunger lifts releasing brake. Dampness or dust may cause brake shoe to stick and stall motor. Push plunger up and down manually to free brake. In damp climate it is advisable to clean motor shaft occasionally of rust or dust particles.



Removing slack in chain... After continued operation chain may become slack preventing wheel to start and stop smoothly. 1. Amply loosen four bolts on motor mounting. 2 Slide motor outward. 3. Secure forward bolts making rear of mount rise approximately 1/8 inch off caster plate. 4. Tighten rear bolts toeing in rear of mount to make chain taut. New models are equipped with adjustment bolt which turns right to pull motor forward after loosening mounting bolts.

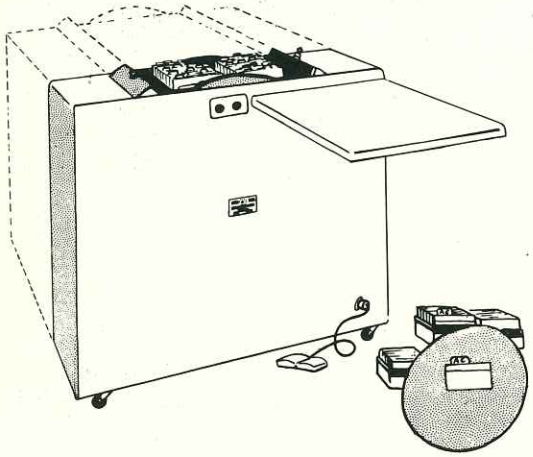




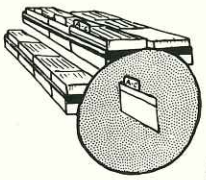
STANDARD MODEL

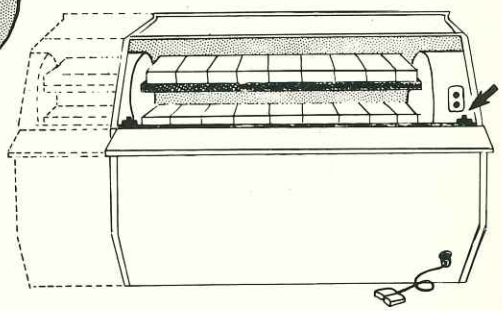
WIRING DIAGRAM 16″ INCL. 22″ MODELS
1 1/6 H.P. 110 VOLT A.C. MOTOR
2 SOLENOID BRAKE
3 PUSHBUTTON SWITCH
4 CAPACITOR 243 MFD 110 VOLT A.C.
5 RECEPTACLE
6 DOTTED INCL. FOOT SWITCH

WIRING DIAGRAM 8″ INCL. 12″ MODELS
1 1/12 H.P. 110 VOLT A.C. MOTOR
4 CAPACITOR 95 MFD 110 VOLT A.C.

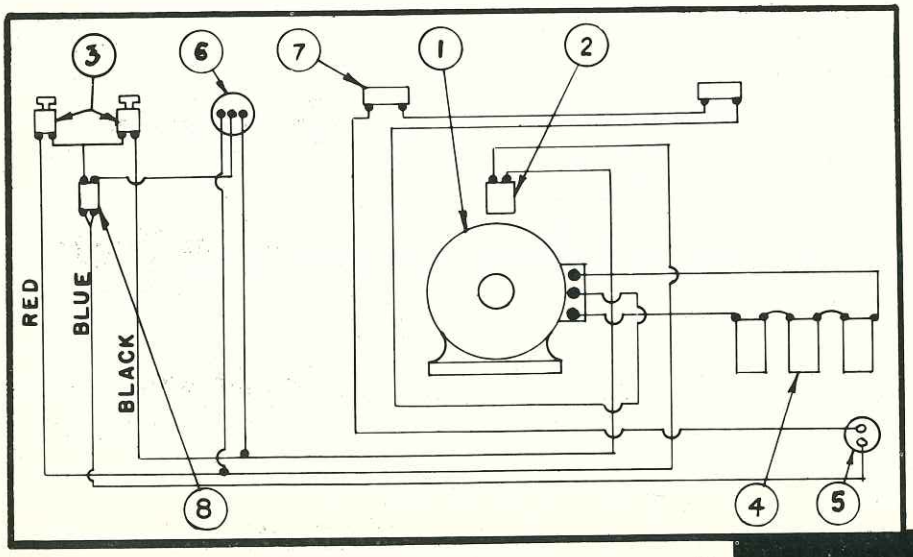


Files are shipped from the factory set for electric operation. It is advisable to disengage motor, set for manual operation and carefully examine file. Make sure all trays and follower blocks are in place. If any damage to wheel or accessories has occurred in shipment, it will be detected before motor is engaged causing further injury. For access to motor lift hinged panel at lower right side or rear of cabinet. Motor operates on ALTERNATE CURRENT only, is totally enclosed, high torque, oilless ball bearing. reversible, instant starting either direction, and equipped with automatic solenoid brake.





Dotted lines indicate increase in cabinet size, while inserts show relationship of card facing to line of revolution. ARROW points to micro switch. A safety bar extends along entire inside edge of posting table on master file. Slightest pressure disengages motor until both right and left micro switches are reset. CAUTION . . . Off balance condition tends to overload motor. Maintain an equal distribution of weight whenever possible. All electrical parts are of heavy duty construction and have been factory tested to assure long, dependable service.



MASTER MODEL

#60
1 1/3 H.P. 110 VOLT A.C. MOTOR
2 SOLENOID BRAKE
3 PUSHBUTTON SWITCH
4 CAPACITOR 324 MFD 110 VOLT A.C.
5 RECEPTACLE
6 FOOT SWITCH PLUG
7 MICRO SWITCH
8 ON-OFF SWITCH

#45
1 1/6 H.P. 110 VOLT A.C. MOTOR
2 CAPACITOR 243 MFD 110 VOLT

FERRIS BUSINESS EQUIPMENT, INC.
244 GREAT MEADOWS ROAD • STRATFORD, CONNECTICUT

Ferris *Business Equipment, Inc.*

ROTARY FILING CABINETS

244 GREAT MEADOWS ROAD • STRATFORD, CONN. • PHONE BRIDGEPORT 5-7670

PRE-PROPOSAL QUESTIONNAIRE

Company Name_____ Date_____
Address_____ Department_____
_____ Interviewed_____
Name of Record_____ Dept. Head_____

1. Number of cards to be filed_____
2. Size of card_____Height_____Width_____
3. Guage of thickness (measure actual cards per inch)_____
4. Indexing____Number of_____Thickness_____Height_____
5. Necessary working space in card tray, in inches_____
6. Check one_____Compression block_____Follower block_____
7. Average number of removals per day to remain out of file_____
8. Average number of additions per day to remain in file_____
9. Average number of references per day_____
10. Average number of postings per day, if any_____
11. Type of posting_____Machine_____Hand_____
12. Number of people referring to file_____
13. Number of people posting to file_____
14. Number of cards allocated to one operator_____
15. Standing_____Sitting_____
16. Floor space restrictions_____
17. Battery arrangements_____
18. Position of typewriter or business machine_____
19. Occasional distribution of work load_____
20. Frequent distribution of the work load_____
21. Periodic reports to be taken from cards_____how often_____
22. Need for frequent cross indexing_____
23. Retention of several card sizes in one file_____
24. Desk or table top area requirements_____
25. How are records presently kept_____
_____
26. Expansion requirements_____per month_____per year_____
27. Permanency of present records_____possible change in card size____
28. Attach sample of card_____indicate if all or part of information is currently used,having in mind simplifications or revision of form_____
29. Is the card standardized or peculiar to the office in question____
30. Has there been labor turnover on operation in question_____

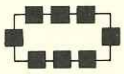
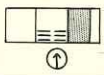
ALSO PROVIDE:

1. Sketch and dimensions of present office layout.
2. Name and make of other volume filing equipment now in use.
3. Names of other filing equipment manufacturers offering proposals at this time.
4. Does the company have its own office systems men.
5. AND any other information pertinent to satisfying those making the decision.

(Use reverse side for further details)

COMPARATIVE A

BASED ON 8 WIDE x 5 HIGH CARD

COMPANY	FERRIS			REMINGTON	
PRODUCT	MASTER #60	STANDARD 22" M	STANDARD 8"	CONVE FILER	ELEVATO
1. Capacity in Filing inches	448	176	64	420	152
2. Cap. @ 100 cards per in.	44,800	17,600	6,400	42,000	15,200
3. Cost per unit	1950.00 INCL. WA	798.00 INCL. WA	330.00 INCL. WA	2250.00 INCL. WA	841.75 LESS WA
4. File cost per card	.0435	.0453	.0515	.0536	.0554
5. Floor space IN SQ. FEET —WA	18.17	8.33	3.64	18 *1	6. *2
5. Floor space IN SQ. FEET +WA	22.33	10.85	6.15	18	10.
6. Cards per sq. ft. —WA	2465	2112	1756	2333	2533
6. Cards per sq. ft. +WA	2006	1622	1040	2333	1520
7. Cost per card per sq. ft. (1 SQ. FT. @ $100.) —WA	.084	.0936	.1084	.096	.091
7. Cost per card per sq. ft. (1 SQ. FT. @ $100.) +WA	.0933	.1069	.1476	.096	.121
8. Dimensions Height	38.5"	31.5"	31.5"	42 15/32"	45.5"
8. Dimensions Width	69.5"	37.5"	37.5"	83 9/16"	22.25"
8. Dimensions Depth	35.5"	32"	14"	31"	38.75"
9. Speed, 1 turn	9 Sec.	9 Sec.	Manual	35 Sec.	12 Sec.
10. Visibility % of Capacity	37%	25%	25%	16.5%	25%
11. Work area, sq. in.	743" ATTACHED	363" ATTACHED	363" ATTACHED	1308" *3 ATTACHED	576" 24" x 24" TAB
12. Principle of operation					
13. Card retention	8" Trays	22" Trays	8" Trays	21" Trays	19" Tray
14. Removability of trays	Yes	Yes	Yes	Yes	Yes
15. Portability	Yes	Yes	Yes	No	Yes
16. Conversions FILE USED FOR ANY CARD SIZE	Yes	No	No	No	No
17. Odd size cards	Yes	Yes	Yes	No	No
18. No. of trays	56	8	8	20	8
19. Noise	None	None	None	Dual Chain & Gearing	Dual Chain & Gearing
20. H. P., Motor	1/3 H.P.	1/6 H.P.	Manual	1/6 H.P.	1/6 H.P.
21. Weight	650 Lbs.	325	120	1655	375 Lbs.
22. No. of Unit FOR 1,000,000 CARDS	23	57	156	24	66
23. Relationship of operator to work area and card facing					

KEY:

WA — Work Area

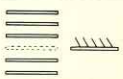
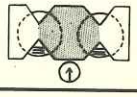
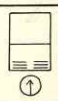
(↑) — Clerk Facing

≡ — Card Facing

■ — Work Area

ANALYSIS OF FILING EQUIPMENT

ALL FACTS ARE OBJECTIVELY PRESENTED — BASED ON DIRECT STUDY AND CATALOG INFORMATION

DIEBOLD		WHEEL-DEX		MOSLER SAFE	HERRING-HALL MARVIN SAFE CO.	WATSON	WASSEL	REMINGTON
OR	CARDINEER	SIMPLAFIND	WHEELDEX	REV-O-FILE	HHM ROTARY	ROL-DEX	ROTOR-FILE	ROBOT-CARDEX
	50	370	50	55	49½	400	480	40.2
	5,000	37,000	5,000	5,500	4,950	40,000	48,000	4,020
	324.00 LESS WA	2640.00 INCL. WA	450.00 INCL. WA	300.00 LESS WA	550.00 LESS WA	1375.00 INCL. WA	1200.00 INCL. WA	1890.00 INCL. WA
	.0648	.0713	.09	.0545	.111	.0344	.025	.47
	3.5	10.62	3.94	3	2.85	20.	38.2	9.65
	7	12.29	6.72	7	6.85	25.41	38.2	9.65
	1428	3484	1270	1833	1737	2000	1257	416
	714	2831	744	786	722	1574	1257	416
	.135	.10	.1687	.109	.168	.0844	.105	.71
	.205	.1066	.227	.182	.249	.0980	.105	.71
	37″	49″	37.5″	30.5″	35″	30⅜″	30″	67 7/32″
	14″	42.5″	16″	36″	32.25″	96″	110″	25⅝″
	36″	36″	35.5″	12″	12.75″	29¾″	50″	53¼″
	Manual	9 Sec.	Manual	Manual	9 Sec.	Manual	Manual	8 Sec.
	15%	20%	15%	15%	15%	30%	5%	1.66%
BLE	576″ 24″ x 24″ TABLE	240″ *4 ATTACHED	528″ ATTACHED	None *5	None *6	780″ 26″ x 30″ TABLE	1200+ ATTACHED	400″ *7
								
S	Hole Punched Cards	9¼″ Trays	Hole Punched Cards	Center Guide Strap	Side Metal Clamps	25″ Trays	12″ Trays	24″ Trays
	7 Removable Segments	Yes	No	No	No	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	No	No	No
	No	Yes	No	No	No	No	Yes	No
	No	Yes	Yes	Yes	No	Yes	Yes	No
	None	40	None	None	None	16	48	60
	Flapping	Dual Chain & Gearing	Flapping	Flapping	Flapping	None	None	None
	Manual	1/3 H.P.	Manual	Manual	1/6 H.P.	Manual	Manual	1/3 H.P.
	177	800 Lbs.	350 Lbs.	130 Lbs.	240 Lbs.	Approx. 1000	Approx. 1200	Approx. 1200
	200	27	200	177	202	Larger Units	Larger Units	249
								

FOOTNOTES:

*1 Not including platform
*2 Not including Swing of Cover
*3 Sliding Work Area
*4 Not including Swing of Cover
*5 Work Area based on 576 sq. inches
*6 Work Area based on 576 sq. inches
*7 No Stable Work Area

Prepared by H. T. Luckas, Systems Engineer

312-267

[redacted]

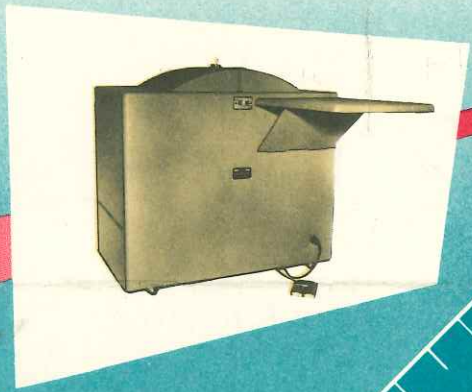
The Ferris

FAST REFERENCE AND POSTING

ROTARY FILE

Received in Patent Office May 10, 1955

STANDARD AND MASTER MODELS



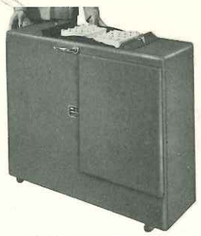
CAPACITY SCALE: 5,000 · 10,000 · 15,000 · 20,000 · 30,000 · 40,000 · 60,000 · 80,000 · 200,000 · 500,000

CARD RANGE: 12 x 14 · 8½ x 11 · 6 x 9 · 5 x 8 · 4 x 6 · 3¼ x 7⅜ · 3 x 5 · 2¼ x 3

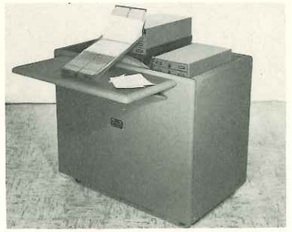
REGARDLESS OF CARD SIZE OR QUANTITY

A COMPACT ANSWER TO YOUR RECORD KEEPING PROBLEMS

FILES CAN BE SET IN VARIOUS BATTERY ARRANGEMENTS FURNISHED FOR BETWEEN DESKS OR COUNTER HEIGHT



EASILY ROLLED ABOUT BALL - BEARING CASTERS



HOUSES VISUAL SLIDES

OVER 150 MODELS AVAILABLE

THE "RIGHT" FILE FOR THE PARTICULAR PROBLEM

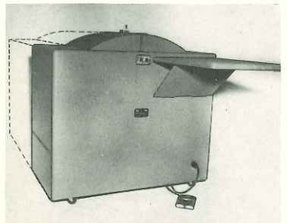
THE FERRIS MASTER #25

37% OF RECORDS EXPOSED

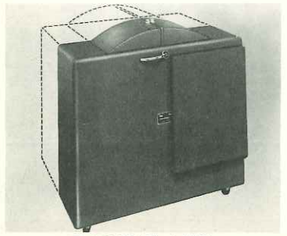
THE FERRIS MASTER JUNIOR #35

THE FERRIS MASTER #45

HOUSES MAGNE-DEX TRAYS



TRAYS TO 22″ LONG — MOTORIZED UNITS — PUSH BUTTON CONTROL



TRAYS TO 16″ LONG MANUAL UNITS

ALL TRAYS ARE EASILY REMOVABLE

The Ferris STANDARD FILE

WORK SIMPLIFICATION

THE FERRIS 580-12 MANUAL

The Ferris MASTER FILE

FACTS AT YOUR FINGERTIPS

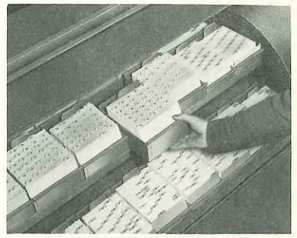
THE FERRIS MASTER #60

The Responsibility of Modern Business

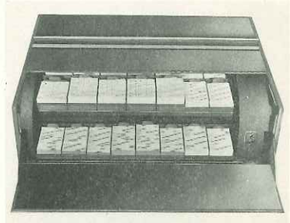
- INCREASE CLERICAL PRODUCTION
- ELIMINATE COSTLY MOTIONS
- SAVE HOURS OF FILING TIME

Make Added Efficiency Pay the Cost

- RECORDS COME TO THE CLERK
- REDUCE FATIGUE AND ERROR
- SAVE PRECIOUS FLOOR SPACE

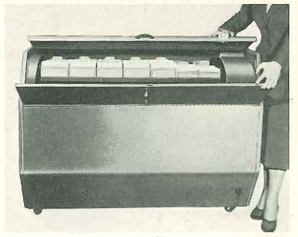


ALL TRAYS EASILY REMOVABLE AUTOMATIC BRAKE

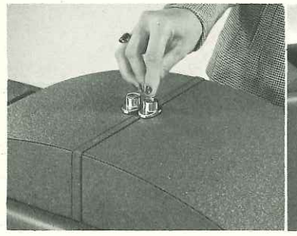


ONE UNIT HOLDS SEVERAL DIFFERENT RECORD SIZES

LARGE CONVENIENT WORK AREA

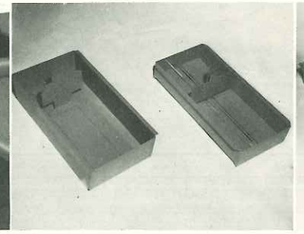


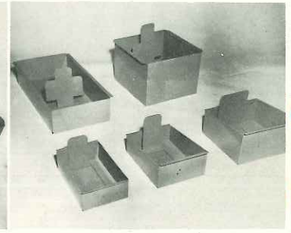
LOCKING HINGED COVER CLEANLINESS AND SECURITY



CONVENIENT BRAKE TO LOCK MANUAL FILE IN POSITION

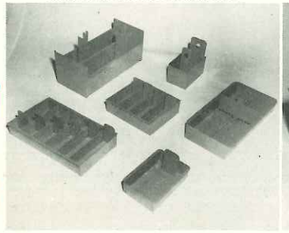
TRAYS EQUIPPED WITH FOLLOWER BLOCKS, COMPRESSION BLOCKS OR SWAY BLOCKS



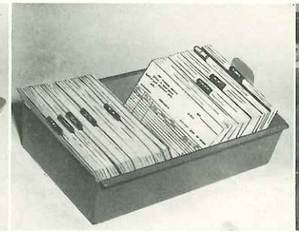


COMPLETE ASSORTMENT OF CARD TRAYS

TRAYS MADE TO MEET CUSTOMER SPECIFICATIONS



"V" VISIBILITY



MASTER FILE CAN BE ARRANGED IN BATTERIES

USED BY LEADING COMPANIES

The Ferris Rotary File is fast becoming the most suitable system for fast reference and posting. Hundreds of firms throughout the country are now converting their outmoded visual slides, tubs, binders, drawer and ring type files to the Ferris system, eliminating a tremendous amount of lost time and motion. Numerous studies have revealed increases in work output as high as 100%.

LUMBERMANS MUTUAL CASUALTY INS. CO., CHICAGO, ILL.

THE CHOICE OF WORK SIMPLIFICATION EXPERTS

Detailed analyses have been made by office systems and procedures specialists and they agree that truly functional mechanized filing equipment must have several basic features — without these the file loses its purpose as a time and motion saver.

- All work delivered to the operator at desk height and the same visual distance.
- All cards within the comfort range, their access requiring primary hand and arm motions. Elimination of mobility of the operator — no bending, reaching, pulling.
- A stationary work area directly in front of the operator permitting proper sitting and writing posture, with cards facing the operator, not viewed at an angle.
- Speed of operation enough to allow increase in work output above drawer filing systems. (Studies have revealed that some mechanized equipment actually retards filing time.)
- A sound principle of operation which permits sufficient exposure of the cards.

MASSACHUSETTS INDEMNITY INS. CO., BOSTON, MASS.

FERRIS LEADERS IN THEIR FIELD

The Ferris organization has the distinction of offering to American business the first mechanized filing unit to carry trays of cards vertically to a comfortably seated operator. Without precedent to follow the Ferris engineers selected the simplest, most direct principle of operation to insure lasting service and efficient posting and reference. Still setting the pace, Ferris now has over 150 different models available — the right file for the particular card size-capacity problem.

BLUE CROSS PLAN, PHOENIX, ARIZONA

- FACTS -

FAST REFERENCE AND POSTING

Cards come to the operator in an average time of 3 seconds.

TREMENDOUS CAPACITY

One unit will hold 200,000 2¼ x 3 cards in little more space than consumed by the average desk.

ACCOMMODATES ANY RECORD SIZE

All standard and odd sized forms including letter and legal folders.

USE YOUR PRESENT RECORDS

No retyping or hole punching needed. Merely place your records as they are in the Ferris File — the complete change can be accomplished in minutes.

HUGE SPACE SAVINGS

Cards contained in 45 feet of visual slides, 13 high for 5 x 8 cards, can be set in less than 6 feet of wall space with 37% of the records exposed. The Master File will also do the job of 10 floor model ring type files. Also saves tremendous space over tub and roller tub files.

NO MAINTENANCE REQUIRED

The Ferris service man is always available — however, no routine maintenance or service is required due to the rugged lifetime construction of all Ferris equipment. Hence freedom from expensive service contracts.

LESS EMPLOYEE FATIGUE AND ERROR INCREASED EFFICIENCY

Eliminates lost cards and misfiling found in other systems. Permits the hiring or use of older employees. Takes the muscle and eye strain out of filing. Increases the office social status of file clerks and reduces labor turnover.

THE WORLD'S LARGEST SELECTION OF MOTORIZED FILING EQUIPMENT

PARTIAL LIST OF USERS

COMPANY	RECORD	CARD SIZE
U. S. Steel Co.	Stores	tab.
General Elec. Co.	Purchase	5 x 8
South Bend Lathe	Parts	8½ x 11
Westinghouse Elec.	Material	tab.
American Tel. & Tel.	Employee	2½ x 3½
Pratt & Whitney	History	8 x 9½
Pitney-Bowes	Mailing	3 x 5
American Brass	Purchase	8 x 10
Avco Mfg. Co.	Engineer	4 x 6
E. I. Du Pont	Sales	5 x 8
Goodyear Aircraft	Tooling	5 x 8
Franklin Life Ins.	Medical	3 x 5
Mutual of Omaha	History	4 x 6
N. Y. Central R. R.	Accts. Rec.	tab.
Anaconda Copper	Personnel	5 x 8
Pacific Tel. & Tel.	Central Info.	3 x 5
Johns Hopkins Hosp.	Ledger	7 x 6
International Silver	Index	5 x 8
Willys Overland	Engineer	5 x 8
Monsanto Chemical	Customer	5 x 8
I. B. M. Corp.	Tabulating	I B M
Brigham Young Univ.	Alumni	3 x 5
The Texas Oil Co.	Equipment	5 x 8
Gulf Oil Co.	Credit	3 x 5
The Chase Nat'l Bank	Confidential	5 x 8
New York Savings Bank	Signature	3 x 5

The Ferris ROTARY FILE

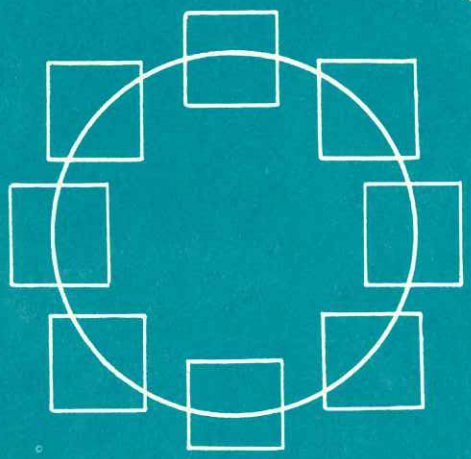
FAST REFERENCE AND POSTING

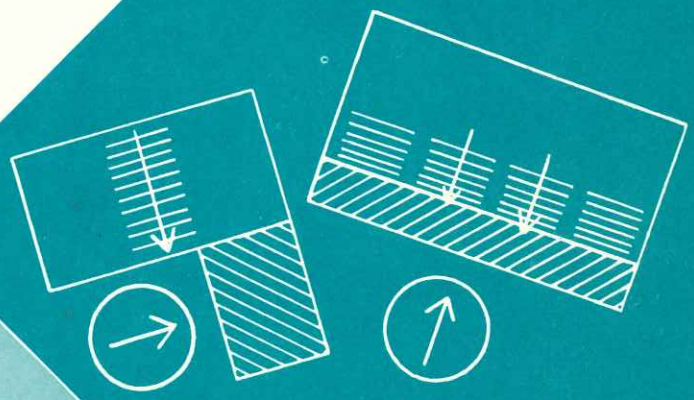
CHECK YOUR RECORD HANDLING PROBLEMS
ELIMINATE WASTED TIME, MOTION, ERROR AND FATIGUE

The main reason Ferris masters filing jobs with unparalleled efficiency is the mechanical principle of operation. All moving parts are pivoted on oilless bearings and trays suspended in an upright position by means of a special guide ring.

Ferris Files can be arranged for many different office layouts — grouped in pairs, in "L" or "U" shaped arrangements, between desk, counter height or whatever plan best accommodates the particular situation. Regardless of the capacity, record size, number of operators, frequency of reference, division of the work load, expansion provisions — Ferris has a time and motion saving solution.

Ferris Files reduce the number of filing motions and simplify them utilizing the proper relationship between the operator, her work area and the card facing. Work is centralized and always within the comfort range — cards elevated to an equal visual distance.





SIMPLICITY

FUNCTIONAL DESIGN

The Ferris Rotary File — Here is an office assistant streamlined to take over your burdensome filing problems. An assistant that will turn circles to save precious time and money. Deal with him hastily, push him around still he always obeys turning up with the desired reference material in seconds. Yes, an employee that will never be on the payroll, yet his speed and efficiency will save salaries.

save *time* *space* *money*

Ferris Business Equipment, Inc.

General Office and Factory · 244 Great Meadows Road, Stratford, Connecticut

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